

[Date]

[Registrar Name or Department]

[Educational Institution Name]

[Address line 1]

[Address line 2]

Subject: Verification of Academic Performance for [Candidate Full Name]

To Whom It May Concern,

I am writing to request a formal verification of the academic records and performance for [Candidate Full Name], who is currently being considered for employment at [Company Name].

The candidate has indicated that they attended [Educational Institution Name] from [Start Date] to [End Date] and earned a [Degree Name] in [Major/Field of Study].

Please provide the following information regarding the candidate:

- Confirmation of the dates of attendance.
- Confirmation of the degree(s) earned and the date of graduation.
- Final Grade Point Average (GPA) or academic standing.
- Any honors or distinctions received.

Attached to this letter, you will find a signed authorization form from the candidate granting permission for the release of these records.

Please send the requested information to [Email Address] or by mail to the address provided below. If there are any fees associated with this request, please notify us immediately.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Phone Number]

[Email Address]