

[Your Name/Department]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Registrar's Office / Name of Contact Person]  
[University/Institution Name]  
[Institution Address]  
[City, State, Zip Code]

**Subject: Educational Background Verification - [Candidate's Full Name]**

To Whom It May Concern,

I am writing on behalf of [Company Name] to request formal verification of the educational credentials for the following individual who is currently under consideration for employment:

- **Full Name:** [Candidate's Full Name]
- **Date of Birth:** [Candidate's DOB]
- **Student ID Number (if known):** [Student ID]
- **Degree Conferred:** [e.g., Bachelor of Science in Computer Science]
- **Dates of Attendance:** [Start Date] to [End Date/Graduation Date]

Specifically, we would like to confirm the date of graduation, the specific degree earned, and the major/minor fields of study. Please also indicate if the degree was awarded with any honors or distinctions.

Attached to this letter, please find a signed authorization form from the candidate granting permission for the release of this information.

Please send the verification via email to [Your Email Address] or by mail to the address listed above. If there are any fees associated with this request, please notify us before processing.

Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Job Title]

**Enclosure:** Signed Authorization for Release of Information