

[Date]

[Registrar's Name or Records Department]

[High School Name]

[School Address]

[City, State, Zip Code]

Subject: High School Diploma Verification Request

To Whom It May Concern,

I am writing to request a formal verification of high school graduation for the following individual:

- **Full Name (at time of graduation):** [Student Name]
- **Date of Birth:** [Date of Birth]
- **Year of Graduation:** [Graduation Year]
- **Social Security Number (if required):** [Last 4 Digits or Full SSN]

This verification is required for [purpose, e.g., employment screening / college admission]. Please provide a letter or document confirming the graduation date and the type of diploma received.

Attached to this request, you will find a signed release form from the individual authorizing the disclosure of this information.

Please send the verification via [email/fax/mail] to:

[Your Name or Company Name]

[Return Address or Email Address]

[Phone Number]

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]