

**Date:** [Date]

**To:** [Client Name]

**Company:** [Client Company Name]

**Address:** [Client Address]

**Subject:** Educational Qualification Verification Report - [Candidate Name]

Dear [Client Contact Name],

We have completed the educational background verification for the following candidate:

- **Candidate Name:** [Candidate Full Name]
- **Institution Verified:** [Name of University/College/School]
- **Degree/Qualification:** [Title of Degree, e.g., Bachelor of Science]
- **Major/Field of Study:** [Subject]
- **Date of Completion/Graduation:** [MM/YYYY]

**Verification Results:**

Status: [MATCHED / DISCREPANCY FOUND / INCOMPLETE]

**Verification Summary:**

The credentials provided by the candidate have been verified directly with the issuing institution's registrar office. All details regarding the degree title, dates of attendance, and graduation status align with the official academic records.

**Additional Comments:**

[Insert any specific notes or discrepancies found here, or state "None"].

Please find the supporting documentation attached to this report.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization Name]