

[School Name]  
[School Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name or Company Name]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: Verification of High School Graduation**

To Whom It May Concern,

This letter serves as official verification that **[Student Full Name]** (Date of Birth: [DOB]) was a student at [School Name].

Our records confirm that the aforementioned individual successfully completed the required curriculum and graduated on **[Graduation Date]**. They were awarded a High School Diploma.

If you require any further information or have additional questions regarding this student's educational background, please contact the Registrar's Office at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]  
[Name of School Official]  
[Title/Position]  
[School Name]