

[Your Institution's Letterhead/Logo Area]

[Date]

[Reference Number]

[Recipient Name/Department]

[Organization/Institution Name]

[Address]

[City, Country]

**Subject: Verification of Educational Qualifications**

To Whom It May Concern,

This letter is to formally verify the educational qualifications of the following individual:

- **Full Name:** [Student's Full Name]
- **Date of Birth:** [DD/MM/YYYY]
- **Student Identification Number:** [ID Number]

Our records confirm that the above-mentioned individual was enrolled at [Name of Institution] and has successfully completed the following requirements:

- **Degree/Qualification Awarded:** [e.g., Bachelor of Science in Engineering]
- **Major/Field of Study:** [Subject Area]
- **Language of Instruction:** [e.g., English]
- **Date of Graduation/Award:** [Date]
- **Final Grade/GPA:** [Optional: Insert Grade]

This institution is recognized and accredited by [Name of Accreditation Body/Ministry of Education] in [Country]. The degree awarded is equivalent to [Optional: International Standard, e.g., Level 6 of the EQF].

If you require any further information or detailed transcripts, please do not hesitate to contact the Office of the Registrar at [Email Address] or [Phone Number].

Yours faithfully,

[Signature]

[Name of Authorized Signatory]

[Title/Position]

[Official Institution Seal/Stamp]