

[Date]

[Name of Recipient/Registrar]
[Office of the Registrar/Verifications Department]
[University Name]
[University Address]

Subject: Verification of Undergraduate Educational Qualification

To Whom It May Concern,

I am writing to formally request verification of the undergraduate educational qualifications for the following individual:

Full Name: [Student's Full Name]
Date of Birth: [MM/DD/YYYY]
Student ID Number: [Student ID Number, if known]
Degree Awarded: [e.g., Bachelor of Science in Computer Science]
Dates of Attendance: [Start Date] to [End Date]
Graduation Date: [MM/DD/YYYY]

Please confirm the authenticity of the degree and provide information regarding the major field of study and the final cumulative GPA/honors achieved, if applicable.

Attached to this request, you will find a signed authorization form from the student permitting the release of this information.

Please send the verification via email to [Email Address] or by mail to the address provided in the letterhead.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Company/Organization Name]