

[Your Name]
[Your Job Title/Organization]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

Registrar's Office
[University Name]
[University Address]
[City, State, Zip Code]

Subject: Educational Qualification Verification - [Student's Full Name]

To Whom It May Concern,

I am writing to request a formal verification of the educational qualifications for the following individual who is currently under consideration for employment at our organization:

- **Full Name:** [Student's Full Name]
- **Date of Birth:** [Student's Date of Birth]
- **Student ID Number (if known):** [ID Number]
- **Degree Awarded:** [e.g., Bachelor of Science in Engineering]
- **Year of Graduation:** [Year]

We kindly ask you to confirm the following details:

1. The dates of attendance.
2. The degree(s) obtained and the date(s) conferred.
3. The major/field of study.

Please find attached a signed authorization form from the candidate granting permission for the release of this information.

Please send the verification to [Your Email Address] or by mail to the address listed above. If there are any fees associated with this request, please notify us before processing.

Thank you for your time and assistance.

Sincerely,

[Your Signature]
[Your Printed Name]