

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

[Date]

[Registrar Name or Department Name]  
[Educational Institution Name]  
[Institution Address]

**Subject: URGENT: Follow-Up on Education Verification - [Candidate Full Name]**

Dear Registrar,

I am writing to formally follow up on a pending education verification request for **[Candidate Full Name]**, which was originally submitted on **[Original Submission Date]** via **[Method: Email/Fax/Portal]**.

To date, we have not received a response. This verification is a critical requirement for a time-sensitive hiring process. We kindly request that you confirm the following details regarding the individual's academic record:

- Full Name of Student: [Candidate Full Name]
- Date of Birth: [DOB]
- Student ID Number (if known): [ID Number]
- Degree/Qualification Obtained: [Degree Name]
- Date of Graduation/Award: [Date]

Attached to this letter is the signed authorization form from the candidate granting permission to release this information.

Please provide the verification as soon as possible. You may send the confirmation via email to **[Your Email Address]** or via fax to **[Your Fax Number]**.

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Signature]  
[Your Printed Name]