

Date: [Insert Date]

To:

[Registrar Name/Compliance Officer]

[Institution Name]

[Department Address]

[City, State, Zip Code]

Subject: Academic Credentials Reference Check Compliance Verification

Dear [Name of Contact Person],

This letter is to formally request verification of academic credentials for the following individual who is currently under consideration for employment/advancement at [Your Organization Name]:

- **Candidate Name:** [Full Name of Candidate]
- **Date of Birth:** [Date of Birth]
- **Student ID Number (if known):** [ID Number]
- **Degree(s) Claimed:** [Type of Degree, e.g., Bachelor of Science]
- **Major/Field of Study:** [Field of Study]
- **Date of Graduation/Attendance:** [Date]

In accordance with our hiring compliance policies, we request that you confirm the following information:

1. The authenticity of the degree(s) earned.
2. The dates of enrollment and graduation.
3. The accreditation status of the institution during the period of attendance.

Attached to this request, please find a signed release form from the candidate authorizing the disclosure of their educational records for the purpose of this background check.

Please provide this verification via [Email Address] or by mail to the address listed below. We appreciate your prompt attention to this matter to ensure our compliance with academic vetting standards.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Organization Name]

[Your Phone Number]
[Your Email Address]