

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Verification – Job Applicant Education

Dear :

A prospective employee has named {Name of Educational Institution} as an institution in which he/she received their education. Please answer the enclosed form verifying enrollment.

Please contact us if you have any questions.

Sincerely,

N A M E

Enclosure