

TO;

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c/o Registrar Transcripts

Date: _____

Re: _____

SS#: _____

To Whom It May Concern:

Mr./Ms. _____ has recently accepted a Special Payments Payroll Contractual position with our department as a _____.

As part of our department's employment process we perform employee background checks which include verification of academic credentials.

Mr./Ms. _____ has indicated that he/she graduated from your institution in _____ with a _____ degree in _____.

For your convenience, you may complete the bottom portion of this letter to verify the information we have requested.

We greatly appreciate your cooperation in this request.

Sincerely,

Contract Administrator

 The information is correct as reported above.

 The individual referenced above did not attend our institution.

 The individual referenced above did attend our institution, but graduated in _____ with a _____ degree in _____.

Comments:

 Date

 Signature/Title