

[Current Date]

[Recipient Name]

[Recipient Title]

[Organization/Company Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Education Verification for [Student Full Name]

Dear [Recipient Name],

This letter is to confirm the educational status of [Student Full Name] at [Institution Name].

According to our records, the individual was enrolled in the [Name of Program/Degree] program from [Start Date] to [End Date/Last Date of Attendance].

Our records indicate that the student did not complete the requirements for graduation and did not receive a degree. The student earned a total of [Number] credit hours out of the [Number] required for completion of the program. The reason for the incomplete status is listed as [Optional: Voluntary Withdrawal / Inactivity / Other].

If you require further information or a formal transcript, please contact the Registrar's Office at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Institution Name]