

Educational Record Check

[Your Business]
[Street Address]
[City, State and Zip Code]

[Date]

[Reference]
[Educational Institution]
[Street Address]
[City, State and Zip Code]

Re: Reference for [Applicant]
[Social Security Number]
[Provide whatever information was supplied by the applicant for identification purposes.]

Dear [Reference]:

The above-named individual has applied for employment with our business and has indicated that he/she attended [obtained a degree from] [Reference]. In order to make an informed hiring decision, we need to explore the applicant's educational history and personal qualifications or fitness for employment. A release permitting you to provide the following information has been signed by the applicant, and a copy is attached. Any information that you give will be held in the strictest confidence. Please verify the information supplied by [Applicant] and answer a few questions regarding [Educational Institution]:

Degree received by [Applicant]: [name degree]

Dates [Applicant] attended [Reference]: [provide dates of attendance]

Is the preceding information correct?

Type and level of institution:

Is your institution accredited?

What types of degrees do you award?

How can we obtain a transcript?

Information furnished by:

Thank you for your cooperation and prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Business]