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**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]: