**To**

**[The Recipient Name]  
[Address]**

**Re. Request for Urgent Degree Verification (Doctor of Medicine 20XX-20XX)**

To whom it may concern:

It is requested that I need my degree verification in an urgent case. I have completed my doctoral degree in medicine from your college. I have mentioned all my credentials and information required for degree verification. Moreover, I have attached a copy of all the documents for verification. I request that you deal with my case on a priority basis, as I need it urgently.

I recently secured admission to a foreign university on a concessional scholarship. It has always been my dream to do my master's at a foreign university. The university where I am getting admission requires my verified degree within a week. In case of delay, my admission can be canceled and awarded to the next candidate.

To avoid all this, I request that you urgently verify my degree. In case of any further procedural follow-up, I am available to execute the process promptly. However, I have deposited the fee for degree verification and attached the receipt. Moreover, I have attached a letter of verification from my department and the office of the registrar. If there is any further procedure to follow, please let me know promptly so I can comply accordingly and get my degree verification as soon as possible.

My final result was announced on [date], and the transcript was awarded. I have no pending dues related to college academic or non-academic activities. I have also attached a clarity slip from the accounts office to avoid any inconvenience.

A print of the online form submitted to the Directorate of Student Affairs (DSA) has also been attached. I have passed all courses and modules and have completed my initial training under the supervision of Mr. [Name]. The training completion letter and NOC have been attached.

Following are my credentials:

Full Name: [Your Name]  
Father/Guardian’s Name: [F/G Name]  
Address: [Provide your current address]  
College ID: [xxx]  
Registration and Session: [xxx-xxxx-xx] and [20XX-20XX]  
Department: Doctor of Medicine  
Date of Final Result Announcement: dd-mm-yyyy  
Transcript Awarded: dd-mm-yyyy

At this moment, I confirm that the above-cited credentials are correct and have been double-checked. Moreover, the credentials are solely provided for degree verification.

Please respond to me as soon as possible. I am looking forward to your kind response. In case of any queries or information, you can call me directly at [phone number] or send a message at [email address]. Thank you!

Best Regards,

[Your Name]  
[College ID]