

**【國外學歷查證函參考樣張 (Diploma Verification Letter Sample)】**

**NATIONAL TAIWAN UNIVERSITY  
TAIPEI, TAIWAN 10764  
REPUBLIC OF CHINA**

**Dear Sir:**

**We wish to request your kind assistance in verifying the enclosed diploma of Degree of (學科 Subject) issued to (姓名 Diploma Name) on (年月日 Year/Month/Day) by your institution.**

**We would also appreciate receiving information concerning the dates of attendance and the major of the above-mentioned person while studying at your institution.**

**Sincerely yours,**

**Unit Head**

**Encl. as stated**