**Requesting Letter of Verification (Sample)**

[Insert your name]

[Insert your address]

[Insert date]

[Insert former employer’s name]

[Insert former employer’s address]

Dear [Insert former employer’s name] I require your assistance to achieve credit for the learning I received while I was employed at [name of co.]. Your assistance will assist me to obtain credit for my studies at the University of the Fraser Valley.

I am involved in a Prior Learning Assessment and Recognition process to identify and document my learning in relation to UFV courses. I require a letter verifying my skills knowledge and abilities (see below) on company letterhead. If you do not have letterhead, please include your name, position, company name, address and daytime telephone number (or business card) in case the University of the Fraser Valley needs to contact you for clarification. A sample cover letter is attached that includes UFV’s mailing address.

*[list competencies you would like confirmed in terms of learning outcomes or learning statements].*

*[If samples of indirect or direct evidence are requested, insert specific requests here.]*

Please use the enclosed pre-paid envelope to send me the letter of verification.

I thank you in advance for your help. Your accurate evaluation will be most helpful in verifying my learning in these areas. If you have any questions, please contact me at [your phone, email].

Sincerely

[type your name]