[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Designation]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: Verification of Bonafide Certificate
Dear [Recipient's Name],
I hope this letter finds you well. I am writing to request the verification of a bonafide certificate issued to [Name of the Person], who is a [student/employee] of [Your Institution/Organization Name].
The details of the certificate are as follows:
- Name of the Certificate Holder: [Name]
- Certificate Number: [Number]
- Issued Date: [Date]
- Validity Period: [Start Date] to [End Date]
We kindly ask you to verify the authenticity of this certificate at your earliest convenience, as it is required for [mention purpose].
Thank you for your assistance. Please feel free to contact me at [your phone number] or [your email address] should you need any further information.
Sincerely,
[Your Name]
[Your Designation]
[Your Institution/Organization Name]