

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: BV Letter

We are pleased to confirm that [Your Company Name] is a reputable business entity. This letter serves as our official business verification.

Business Information:

- Business Name: [Your Company Name]
- Business Address: [Your Company Address]
- Registration Number: [Your Business Registration Number]
- Established Date: [Date of Establishment]
- Type of Business: [Nature of Business]

Please feel free to reach out to us if you require any further information or documentation.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]