

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Verification Request

I hope this letter finds you well. I am writing to formally request verification regarding [specific information or details you need to verify, e.g., employment, education, residency].

Please find the relevant details below:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN (if applicable)]
- [Any additional relevant information pertinent to the verification request]

I would appreciate your prompt attention to this matter. Should you require any further information or documentation to assist with the verification process, please do not hesitate to contact me at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position/Title (if applicable)]