

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Authentication Request for CGC Letter

Dear [Recipient's Name],

We are writing to request the authentication of the attached CGC (Certified Guaranty Company) letter dated [date of CGC letter]. This request is being submitted to ensure the validity and accuracy of the certification provided.

Details of the CGC Letter:

- CGC Number: [insert CGC number]
- Title of the Item: [insert item title]
- Date of Certification: [insert date]
- Additional Relevant Information: [insert any other details if necessary]

We appreciate your prompt attention to this matter and look forward to your verification response. If you require any additional information or documentation, please do not hesitate to contact us at [your phone number] or [your email address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]