

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]  
Subject: Verification Letter  
Dear [Recipient Name],  
I, [Your Name], hereby affirm and verify the following information:  
1. [Statement or fact 1]  
2. [Statement or fact 2]  
3. [Statement or fact 3]  
This letter serves to confirm that the information provided above is  
accurate to the best of my knowledge.  
Sincerely,  
[Your Signature]  
[Your Printed Name]  
[Notary Public Section]  
State of [State]  
County of [County]  
Subscribed and sworn before me this [Date]  
[Notary Public Signature]  
[Notary Public Printed Name]  
My commission expires: [Expiration Date]  
[Notary Seal]