[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department of Foreign Affairs]
[Office Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Application for Document Verification
I am writing to formally request the verification of [specify the document type, e.g., birth certificate, marriage certificate, etc.], which was issued on [issue date] by [issuing authority].
The details of the document are as follows:
- Document Type: [e.g., Birth Certificate]
- Document Number: [Document Number]
- Issued Date: [Issuing Date]
- Issuing Authority: [Issuing Authority Name]
I am submitting this request as part of the requirements for [state the purpose, e.g., visa application, passport renewal, etc.]. Attached are copies of the relevant documents for your reference.
I kindly ask for your assistance in processing this verification at your earliest convenience. Should you require any further information or documentation, please feel free to contact me using the details provided above.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]