

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Document Verification Request

I hope this message finds you well.

I am writing to formally request the verification of documents related to [specify the nature of the documents, e.g., employment status, educational credentials, financial records, etc.]. This verification is crucial for [explain the purpose, e.g., a hiring process, compliance checks, etc.].

The documents that require verification are as follows:

1. [Document 1]
2. [Document 2]
3. [Document 3]

We would appreciate it if you could confirm the authenticity of these documents at your earliest convenience. If you require any further information or have specific procedures we should follow, please do not hesitate to reach out.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]