[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]
Subject: Document Verification Request
Dear [Recipient's Name],
I hope this message finds you well. I am writing to request the verification of my documents as part of [specific purpose, e.g., employment application, admission process, etc.].
The documents I am submitting for verification include:
1. [Document Type 1]
2. [Document Type 2]
3. [Document Type 3]
Please let me know if you require any additional information or documents to facilitate this verification process.
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]