[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Document Verification Request
I am writing to request the verification of the following documents for [purpose of verification, e.g., employment, education, etc.] related to my application for [specific application, e.g., job position, admission, etc.].
The documents I am submitting for your review are:
1. [Document 1]
2. [Document 2]
3. [Document 3]
I appreciate your assistance in verifying these documents at your earliest convenience. If you require any further information or additional documentation, please do not hesitate to contact me.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Typed Name]