

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Financial Document Verification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request verification of certain financial documents to ensure accuracy and compliance with our records. The details of the documents in question are as follows:

- Document Name: [Document Title]
- Date of Document: [Date]
- Reference Number: [Reference Number, if applicable]

Please confirm the authenticity of these documents and provide any necessary additional information required for our verification process. Should you need further details, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]