

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

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

Dear [Recipient's Name],

Subject: Document Verification Request

I hope this message finds you well. I am writing to request verification of the following documents related to my [application, employment, background check, etc.]:

1. [Document Name/Description]
2. [Document Name/Description]
3. [Document Name/Description]

To assist in the verification process, I have attached copies of these documents for your review. If you require any additional information or further documentation, please do not hesitate to reach out.

I appreciate your prompt attention to this matter and look forward to your response.

Thank you very much.

Sincerely,

[Your Name]