

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

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

Dear [Recipient Name],

Subject: Request for Document Verification

I hope this letter finds you well. I am writing to formally request the verification of the following documents:

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

The purpose of this verification is [explain the reason for verification, e.g., job application, legal requirement].

Enclosed, you will find copies of the documents for your review. Please let me know if you require any additional information or documentation to facilitate this process.

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]