

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

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

Dear [Recipient's Name],

Subject: Request for Document Verification

I hope this message finds you well. I am writing to formally request the verification of documents related to [specific documents or purpose of verification].

The details of the documents are as follows:

- Document Type: [e.g., Certificate, ID, etc.]
- Document Number: [Number if applicable]
- Date of Issue: [Date if applicable]
- Other Relevant Information: [Any additional details]

The verification is required for [explain the purpose, e.g., job application, academic verification, etc.], and your assistance in this matter would be greatly appreciated.

Please let me know if you require any further information or if there are any forms I need to complete to facilitate this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]