

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

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

Dear [Recipient Name],

Subject: Request for Document Verification

I hope this message finds you well. I am writing to formally request verification of documents related to [specific purpose or context, e.g., employment history, educational qualifications, etc.].

Please find the attached documents for your review:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I appreciate your assistance in this matter and look forward to your prompt response. If you need any additional information or clarification, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]