

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

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

Dear [Recipient's Name],

Subject: Document Verification Request

I am writing to request the verification of the following documents related to [brief description of the purpose or context].

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

These documents are essential for [explain why you need verification, e.g., employment, legal, educational purposes]. I have attached copies of the documents for your reference.

Please let me know if you require any additional information or further documents to complete the verification process. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]