

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Department]
[Recipient Organization]
[Organization Address]
[City, State, Zip Code]
Subject: DHS Verification Request

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request verification of [specific information or eligibility] in relation to [briefly explain the context, e.g., immigration status, benefits application, etc.].

Please find the necessary details below:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Case Number (if applicable): [Your Case Number]
- Additional Identifying Information: [Any other relevant information]

I would appreciate your assistance in providing the verification at your earliest convenience as it is crucial for [explain the reason for urgency, e.g., ongoing applications, legal matters, etc.].

Thank you for your attention to this matter. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Sincerely,
[Your Name]