

[Your Name]  
[Your Title/Position]  
[Your Organization]  
[Your Organization's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department of Homeland Security]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Letter of Verification for DHS Documentation

Dear [Recipient's Name],

I am writing to verify the following information regarding [Individual's Full Name], who is seeking documentation from the Department of Homeland Security.

1. **\*\*Individual's Full Name:\*\*** [Full Name]
  2. **\*\*Date of Birth:\*\*** [DOB]
  3. **\*\*Social Security Number:\*\*** [SSN or indicate if not applicable]
  4. **\*\*Relationship to Organization:\*\*** [Describe the individual's relationship to your organization, e.g., employee, student]
  5. **\*\*Position/Role:\*\*** [Individual's position or role, if applicable]
  6. **\*\*Duration of Association:\*\*** [Start date] to [End date or "present"]
- [Add any additional relevant information or context regarding the individual's status or contributions.]

This letter is issued at the request of [Individual's Full Name] to assist in their application process and is intended solely for the purpose of verification for the Department of Homeland Security.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position]  
[Your Organization]