

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

[Recipient's Name]  
[Department of Homeland Security]  
[Office/Division Name]  
[Office Address]  
[City, State, ZIP Code]

Subject: Request for Verification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request verification regarding [specific information or matter needing verification, e.g., immigration status, employment eligibility, etc.]. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Case/File Number (if applicable): [Your Case/File Number]

Please find copies of relevant documents attached for your reference. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]