

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

[Recipient Name]
[Department of Homeland Security]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Verification Request for [Your Case/Application Number]

I hope this letter finds you well. I am writing to request assistance with the verification process related to my application for [specify application type, e.g., immigration benefits, citizenship, etc.], case number [insert case number].

As part of my ongoing application, I understand that further verification is required to process my request. Please let me know if there are specific documents or information you need from me to expedite this process.

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)]