

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Verification for DQ Application

I am writing to verify the details of [Applicant's Name] in relation to their application for DQ [specific program or opportunity].

[Provide details regarding the applicant's background, qualifications, and any relevant information supporting their DQ application. Mention their role within your organization, skills, experience, and contributions.]

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

Thank you for considering this verification.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company/Organization]