

[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: Effective Date Verification

I hope this message finds you well.

I am writing to verify the effective date of [specific document, agreement, policy, etc.], which is crucial for our records and ongoing processes. The details are as follows:

- Document/Agreement Name: [Name]
- Reference Number: [Number, if applicable]
- Date of Interest: [Date]

Please confirm whether the effective date is indeed [date]. Should there be any discrepancies or additional information required, feel free to reach out to me at your earliest convenience.

Thank you for your attention to this matter, and I look forward to your prompt response.

Best regards,

[Your Name]  
[Your Position]  
[Your Company/Organization]