

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

[Recipient's Name]  
[Recipient's Designation]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for E-Way Bill Verification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the verification of the e-way bill related to our recent transaction dated [transaction date]. The details of the e-way bill are as follows:

- E-Way Bill Number: [E-Way Bill Number]
- Invoice Number: [Invoice Number]
- Goods Description: [Description of Goods]
- Ship From: [Origin Details]
- Ship To: [Destination Details]

We require this verification to ensure compliance with GST regulations and to facilitate the smooth movement of goods. Your timely assistance in this matter would be greatly appreciated.

Please let me know if any further information or documentation is required. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Designation]  
[Your Company Name]