

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

Facebook Verification Team  
Facebook, Inc.  
1 Hacker Way  
Menlo Park, CA 94025

Dear Facebook Verification Team,

I am writing to formally request the verification of our Facebook page, [Your Facebook Page URL]. Our page represents [Your Company/Organization Name], which is a [brief description of your business/organization, e.g., "local restaurant," "non-profit organization," etc.], operating in [Location or Service Area].

We aim to provide [brief outline of services/products/mission]. Our page currently has [number of followers] followers, and we actively engage with our community by [mention any relevant activities such as posts, events, and customer interaction].

To support our verification request, I have attached the following documents:

1. A copy of our business license or registration.
2. A recent utility bill with our business name and address.
3. Any other relevant documentation that proves our authenticity.

Verification of our page will help us improve our communication with our audience and establish our presence on Facebook more effectively. Thank you for considering our request.

Please let me know if you require any further information or documentation.

Sincerely,

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