

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Request for Good Conduct Certificate Verification

Dear [Recipient Name],

I hope this message finds you well. I am writing to request verification of a Good Conduct Certificate issued to me on [date of issuance]. The certificate number is [certificate number].

As part of [reason for verification request, e.g., employment application, immigration process], I need to confirm the authenticity and details of this certificate.

Please find enclosed/attached a copy of the Good Conduct Certificate for your reference.

I would appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]