

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

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

Subject: Verification of GVM Certificate

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request verification of my GVM (Green Vehicle Management) certificate issued on [Date of Issuance]. My certificate number is [Certificate Number].

As part of [reason for verification, e.g., a job application, school admission, etc.], I would appreciate your assistance in confirming the authenticity of my certificate.

Please let me know if you require any additional information or documentation to facilitate this process.

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

Sincerely,

[Your Name]  
[Your Job Title, if applicable]  
[Your Organization, if applicable]