

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

[Recipient Name]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: HQ Verification Request

I hope this letter finds you well.

I am writing to request verification from your headquarters regarding [provide a brief description of the purpose of the verification]. This verification is necessary for [state the reason for the need, e.g., compliance, records, etc.].

Please find the relevant documents attached for your reference:

1. [Document 1]
2. [Document 2]
3. [Any additional documents]

I kindly ask for your assistance in expediting this verification process.

If you require any further information, please do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title (if applicable)]

[Your Company/Organization Name (if applicable)]