

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

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

Dear [Recipient Name],

Subject: Headquarters Verification

I hope this letter finds you well.

We are writing to request verification of our headquarters address as part of our ongoing records management and compliance processes.

Please confirm the following details for our headquarters:

- Company Name: [Your Company Name]
- Address: [Your Company Headquarters Address]
- Phone Number: [Your Company Phone Number]

We appreciate your assistance with this matter. Should you have any questions or require further information, please do not hesitate to contact me directly.

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]