

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

[Recipient's Name]
[Recipient's Position]
[Headquarters Name]
[Headquarters Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Verification

I hope this letter finds you well. I am writing to request verification of [specific information or documents] for [purpose or project name]. This verification is crucial for ensuring compliance and maintaining accuracy in our processes.

Enclosed with this letter, you will find the necessary documents related to this request. Please review them at your earliest convenience. If you require any additional information or have any questions, feel free to contact me directly at [your phone number] or [your email address].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]