

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

Dear [Recipient Name],

Subject: HQ Verification Request

I hope this letter finds you well. I am writing to formally request verification of the headquarters for [Company Name]. This verification is essential for [reason for verification, e.g., compliance, record-keeping, partnership consideration].

Here are the specific details regarding the verification request:

1. ****Company Name****: [Company Name]
2. ****Current Headquarters Address****: [Address]
3. ****Incorporation Details****: [Date of Incorporation, Registration Number, etc., if applicable]
4. ****Point of Contact****: [Name and Position of contact person at your organization]
5. ****Purpose of Verification****: [Briefly explain why you need the HQ verification]

We kindly ask that you confirm the details mentioned above and provide any additional information or documentation that may be required. Your prompt response would be greatly appreciated, as it will help us to proceed with our [projects, compliance, etc.] without undue delay.

Thank you for your attention to this matter. If you have any questions or require further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Position]
[Your Company]