

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

Dear [Recipient Name],
Subject: HQ Verification Request

1. ****Introduction****

- a. Brief introduction of yourself and your role.
- b. Purpose of the letter (to request HQ verification).

2. ****Details of the Request****

- a. Clarification on what specific information or verification is needed.
- b. Importance of the verification for your operations or compliance.

3. ****Supporting Information****

- a. Include any relevant background information or context.
- b. Attach any necessary documents that support the request.

4. ****Deadline****

- a. Specify any deadlines for the verification request.
- b. Explain the reason for the urgency, if applicable.

5. ****Contact Information****

- a. Provide your contact details for any follow-up.
- b. Invite them to reach out with questions or for further discussion.

6. ****Closing Statement****

- a. Thank the recipient for their attention to this matter.
- b. Express anticipation of their prompt response.

Sincerely,

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