

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

Dear [Recipient Name],

Subject: Request for HQ Verification

I hope this message finds you well. I am writing to formally request verification from your headquarters regarding [specific details or purpose of verification]. This information is critical for [explain the importance or context briefly].

Please find attached [any relevant documents, if applicable] to assist in this verification process. Should you require any further information, feel free to reach out to me directly at [your phone number] or [your email address].

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

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company/Organization]