

[Your Name]  
[Your Position]  
[Your Company]  
[Company 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 the verification of our headquarters for [specific purpose, e.g., compliance, partnership, etc.].

Our company, [Your Company Name], operates at [Headquarters Address], and it is crucial for us to ensure that all pertinent information is accurate and up to date.

Please find the following information regarding our headquarters:

- Company Name: [Your Company Name]
- Address: [Full Address of the HQ]
- Contact Information: [Phone Number, Email Address]
- Company Registration Number: [If applicable]

We appreciate your assistance in this matter and kindly ask you to confirm the details at your earliest convenience. Should you require any additional information or documentation, please do not hesitate to contact me directly.

Thank you for your attention to this request.

Sincerely,

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