

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: HQ Verification Request

I am writing to formally request verification for our headquarters located at [HQ Address]. This verification is necessary for [briefly explain purpose, e.g., compliance, partnership, etc.].

Details of our headquarters are as follows:

- Company Name: [Your Company Name]
- Address: [HQ Address]
- Contact Number: [HQ Phone Number]
- Established Date: [Company's Establishment Date]

Please confirm the accuracy of these details or let us know if you require additional information.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]