

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

[Recipient Name]  
[Recipient Position]  
[Company/Organization Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: HQ Verification Request

I hope this message finds you well.

I am writing to request verification regarding the headquarters of [Your Company Name]. As part of our ongoing compliance and record-keeping procedures, it is important for us to confirm the official address and contact details of our headquarters.

Please provide the following information at your earliest convenience:

- Official headquarters address
- Main contact number
- Primary email address

Your prompt response would be greatly appreciated as it will assist in ensuring that our records are accurate and up-to-date.

Thank you for your cooperation. Please feel free to reach out if you require any further information or clarification.

Sincerely,

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