

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

[Recipient Name]
[Recipient Position]
[Recipient Department]
[Headquarters Company Name]
[Headquarters Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Headquarters Verification

I hope this message finds you well.

I am writing to formally request verification for [specific purpose or reason] related to [details about the entity, process, or document in question].

Please find attached [mention any relevant documents or information that supports your request].

Your prompt assistance in this matter would be greatly appreciated, as it is vital for [explain the significance or urgency].

Thank you for your attention to this request. I look forward to your swift response.

Sincerely,

[Your Name]
[Your Position]