

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

Dear [Recipient Name],

Subject: Verification Request for Headquarters

I hope this message finds you well.

I am writing to formally request verification of the headquarters associated with [Company Name]. As part of our compliance and due diligence processes, we require confirmation of the official address and any pertinent details related to the HQ.

Please provide the following information:

1. Company registration number
2. Official headquarters address
3. Any changes or updates to the company structure

Your prompt response to this matter would be greatly appreciated, as it will assist us in completing our records efficiently.

Thank you for your attention to this request.

Sincerely,

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