

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: HQ Verification Request

I hope this letter finds you well.

I am writing to request verification of the headquarters location for [Company/Organization Name]. We require this information for [specific purpose, e.g., compliance, audit, partnership].

Please provide confirmation of the following details:

- Headquarters Address:
- Primary Contact Person:
- Contact Number:

If you could respond by [Deadline Date], it would be greatly appreciated.

Thank you for your assistance in this matter.

Sincerely,

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