

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

Dear [Recipient Name],

Subject: Headquarters Verification

I am writing to request verification of [specific information or data] regarding [brief description of the matter]. This information is crucial for [explain the purpose briefly].

Please provide the necessary verification at your earliest convenience.

If you require any additional information from my end, feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

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