

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: HQ Verification Letter

We are writing to certify that [Name of the individual or organization] is affiliated with [Your Company Name] as [Specify the relationship, e.g., employee, partner, client] since [Date].

Details of the verification are as follows:

- Name: [Full Name]
- Position/Title: [Job Title]
- Duration of Association: [Start Date] to [End Date or "Present"]
- Description of Relationship: [Briefly describe role/responsibilities or nature of association]

Should you require any further information or clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]