

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

Dear [Recipient Name],

Subject: HQ Verification Request

I hope this message finds you well.

I am writing to request verification for [specific details or purpose related to HQ verification]. This is important for [reason or significance of the verification].

Please find the necessary documents attached for your review.

Should you have any questions or require further information, feel free to reach out to me directly at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]