

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

[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Company 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 regarding [specific details needing verification]. This information is essential for [explain the purpose, e.g., project completion, compliance, etc.].

Details to Verify:

1. [Detail 1]
2. [Detail 2]
3. [Detail 3]

Please provide the requested verification at your earliest convenience.

If you need any further information or documentation from my side, feel free to reach out.

Thank you for your attention to this matter.

Best regards,

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