

[Your Letterhead]  
[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

To,

[Recipient's Name]  
[Recipient's Designation]  
[Recipient's Organization]  
[Organization Address]  
[City, State, ZIP Code]

Subject: Verification Letter

Dear [Recipient's Name],

I am writing to formally verify [specific information to be verified, e.g., employment, education, residency, etc.] regarding [Name of the Person/Entity].

Details for Verification:

- Name: [Full Name]
- Position/Title: [Position, if applicable]
- Duration: [Start Date] to [End Date]
- [Any additional relevant details]

This letter serves to confirm that the above information is accurate and can be relied upon. Should you need any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Designation/Position, if applicable]  
[Your Organization, if applicable]