

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

[NTSA Office Address]  
[City, State, Zip Code]

Subject: Request for Document Verification

Dear Sir/Madam,

I am writing to request the verification of documents related to my vehicle registration. The details are as follows:

- Vehicle Registration Number: [Your Registration Number]
- Engine Number: [Your Engine Number]
- Chassis Number: [Your Chassis Number]

I have attached the necessary documents for your review, including:

1. Copy of Vehicle Logbook
2. Copy of Identification Document
3. Any other relevant documents

Kindly let me know if any additional information is required to facilitate this verification process.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your ID/Passport Number] (if required)