

[Your Name]
[Your 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: Verification of Occupation Certificate

I am writing to request verification of the occupation certificate issued for [Property Address/Project Name] on [Date of Issue]. The certificate is crucial for [reason for verification, e.g., loan processing, legal compliance].

Please confirm the following details pertaining to the certificate:

1. Certificate Number: [Certificate Number]
2. Date of Issue: [Date of Issue]
3. Validity Status: [Valid/Expired]
4. Issuing Authority: [Authority Name]

Your prompt assistance in this matter will be greatly appreciated. If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]