

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: OGC Certificate Verification Request

Dear [Recipient's Name],

I am writing to request the verification of the OGC certificate for [Certificate Holder's Name], with the certificate number [Certificate Number]. This certificate was issued on [Issuance Date] and is valid until [Expiration Date].

We require this verification as part of our [specific reason for verification, e.g., compliance, employment, etc.]. Please confirm whether the certificate is valid and if the details mentioned are accurate.

If you need any more information or documents to facilitate this verification, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization Name]