

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

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

Subject: Letter of Authentication for International Documents

Dear [Recipient's Name],

I am writing to formally authenticate the documents listed below, which are required for [specific purpose, e.g., international legal proceedings, visa application, etc.].

1. [Document 1 Name]
2. [Document 2 Name]
3. [Document 3 Name]

These documents have been reviewed and verified for authenticity by [Your Organization]. We confirm that they are genuine and have been issued by the appropriate authorities.

Should you require any further information or additional documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Organization]