

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

Subject: QuickBooks Online Account Verification Request

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request verification for my QuickBooks Online (QBO) account. Below are the account details:

- **Account Holder Name:** [Your Name]
- **Account Email:** [Your Email Address]
- **Account Number:** [Your Account Number] (if applicable)

I appreciate your assistance in this matter and look forward to your prompt response to verify my account. Please let me know if you need any further information.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]