

[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: Request for Verification

I hope this message finds you well. I am writing to formally request verification regarding [specific details you wish to verify, e.g., employment, income, qualifications]. This information is necessary for [reason for the verification, e.g., loan application, background check]. The details to verify are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your DOB]
- Social Security Number: [Your SSN or identification number, if applicable]
- [Any additional relevant information]

Please let me know if you require any further documentation or information to proceed with this request. I appreciate your assistance and prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]