

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

Dear [Recipient's Name],

Subject: Request for Document Verification

I hope this message finds you well. I am writing to formally request the verification of the following documents related to [specify the purpose, e.g., a business transaction, employment verification, etc.]:

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

Please confirm if these documents are accurate and authentic at your earliest convenience. Should you require any further information or clarification, feel free to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Job Title]