

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

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

Dear [Recipient's Name],

Subject: Verification of Documents

I hope this letter finds you well. I am writing to request the verification of the following documents:

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

These documents are necessary for [briefly explain the purpose, e.g., employment, application, etc.]. Please let me know if you need any additional information or if there are forms I should complete to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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