

[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: Document Verification Request

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

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

Please let me know if you require any further information or if there are specific procedures I should follow to facilitate this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]