

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

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

Dear [Recipient Name],

Subject: Document Verification

I am writing to request verification of the following documents submitted for [purpose of verification, e.g., employment, rental application, etc.]:

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

Please confirm the authenticity and validity of these documents at your earliest convenience. Should you require any additional information or documents, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company, if applicable]