

[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 Request

I hope this letter finds you well. I am writing to formally request verification of [specific information or documents you need verified, e.g., employment status, educational credentials, etc.]. This verification is necessary for [brief explanation of the purpose, e.g., job application, background check, etc.].

Please find attached [mention any documents you are providing, if applicable] that may assist you in processing this request. I would appreciate your prompt attention to this matter and kindly ask that you complete the verification by [specific deadline, if applicable].

Thank you for your cooperation. Should you require any further information, please do not hesitate to contact me at [your phone number or email address].

Sincerely,

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