

[Your Company Letterhead]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]
Subject: Verification Letter
Dear [Recipient Name],
I am writing to verify [insert the purpose of the verification, e.g.,
employment, education, etc.].
1. Verification Details:
- **Name of the Subject:** [Full Name]
- **Position/Role:** [Title/Position]
- **Dates of Employment/Attendance:** [Start Date - End Date]
- **Responsibilities/Activities:** [Summary of responsibilities or
activities performed]
2. Additional Information:
[Provide any additional relevant information or context if necessary.]
If you have any further questions or require additional information,
please feel free to contact me at [your phone number] or [your email
address].
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Title]
[Your Company/Organization Name]
[Your Phone Number]
[Your Email Address]