

[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: Request for Document Verification

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

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

These documents are required for [specific purpose, e.g., employment, academic admission, etc.].

Please find attached copies of the documents for your reference. If you require any additional information or documents, please do not hesitate to contact me.

Thank you for your assistance in this matter.

Sincerely,
[Your Name]