

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

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

Dear [Recipient Name],

Subject: Verification of Documents

I hope this letter finds you well.

I am writing to request the verification of the following documents:

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

These documents are required for [state the purpose, e.g., application, compliance, etc.]. I have attached copies for your review.

Please confirm the authenticity of these documents at your earliest convenience. Should you require any additional information, feel free to contact me at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]