

[Your Name]
[Your Title]
[Your Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization Name]
[Recipient's 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 regarding [specific details or information you need verified] related to [context or reason for verification].

As per [any relevant policies, agreements, or requirements], it is essential for us to obtain this verification to ensure [explain the importance of the verification].

Please provide the necessary details at your earliest convenience. If you need any further information or documentation from our end, do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company/Organization Name]