

[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],

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

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

These documents are required for [brief explanation of purpose, e.g., employment application, educational enrollment, etc.]. I have attached copies of the documents for your reference.

Please let me know if you need any additional information or if there are any forms that I need to complete. Thank you for your assistance with this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]