

[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 am writing to request verification of the following documents:

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

Please verify the authenticity of these documents at your earliest convenience. If you require any further information or additional documents, do not hesitate to contact me.

Thank you for your assistance.

Sincerely,
[Your Name]