

[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: Request for Document Verification

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

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

These documents were provided for [briefly explain purpose, e.g., employment, education, etc.]. Please find copies of the documents attached for your reference.

I kindly ask that you verify the authenticity of these documents at your earliest convenience. Should you require any additional information or further clarification, please do not hesitate to contact me.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]