

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

[Recipient Name]  
[Recipient Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Subject: Verification of Documents

Dear [Recipient Name],

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

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

These documents are essential for [brief explanation of the purpose, e.g., employment, application, legal proceedings]. Please find copies attached for your reference.

I would appreciate it if you could confirm the authenticity of these documents at your earliest convenience. If you require any additional information or further documentation to assist in the verification process, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company/Organization Name, if applicable]