

[Your Name]
[Your Title/Position]
[Your Organization/Company]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization/Company]
[Address]
[City, State, Zip Code]
Subject: Verification of [Specify Document/Information]
Dear [Recipient's Name],
I am writing to formally verify the following information/documents:
1. [Detail of document/information 1]
2. [Detail of document/information 2]
3. [Detail of document/information 3]
This verification is based on [explain basis of verification, e.g.,
records, personal knowledge, etc.].
Please feel free to contact me if you require any further clarification
or additional information.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]