

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: Verification Request
Dear [Recipient's Name],
I am writing to request verification of [specific information or details
you need to verify].
[Provide any relevant background information that explains the context of
your request, including dates, names, and any other pertinent details.]
I appreciate your assistance in this matter and look forward to your
prompt response.
Thank you for your attention to this request.
Sincerely,
[Your Name]
[Your Position, if applicable]
[Your Company/Organization, if applicable]