

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Business Verification Request

I hope this letter finds you well. We are seeking to verify certain details regarding [specific purpose or context of verification] as part of our ongoing business procedures.

Please provide the following information:

- [List specific information required]
- [List additional information if necessary]

We appreciate your cooperation in this matter and look forward to your prompt response. Should you have any questions, please feel free to contact me directly at [your phone number] or [your email address].

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]