

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Documentation Verification

I am writing to formally request verification of the following documents related to [specific purpose or reason, e.g., employment, academic records, etc.]. The documents I am submitting for your review are as follows:

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

Please find the copies of the documents attached for your convenience. I would appreciate it if you could confirm their authenticity at your earliest convenience.

Should you require any further information or additional documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]