

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

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Legal Verification Request

Dear [Recipient Name],

I am writing to formally request legal verification regarding [specific matter or subject], which involves [briefly describe the context].

To facilitate this process, I provide the following details:

- ****Full Name:**** [Your Full Name]
- ****Date of Birth:**** [Your Date of Birth]
- ****Address:**** [Your Address]
- ****Relevant Case/Reference Number:**** [If applicable]

Please let me know if any additional information or documents are required to process this request. I appreciate your prompt attention to this matter and look forward to your timely response.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]