

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Business Verification Letter

We are writing to confirm the business details of [Business Name], which is located at [Business Address].

Business Name: [Business Name]

Business Address: [Business Address]

Business Phone Number: [Business Phone Number]

Business Email: [Business Email]

Established Date: [Establishment Date]

Business License Number: [License Number]

[Optional: Brief description of the business and its services/products.]

This letter serves to verify that [Business Name] is a [type of business, e.g., LLC, Corporation] and is in good standing under the laws of [State/Country].

Should you require any further information or have any questions, please feel free to contact us at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email]