

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Compliance Verification Inquiry

Dear [Recipient Name],

I hope this message finds you well.

In accordance with our compliance protocols, we are conducting a verification inquiry (VQI) related to [specific compliance matter or topic]. The purpose of this inquiry is to ensure that our records are up to date and aligned with regulatory requirements.

We kindly request the following information:

1. [List specific information or documentation required]
2. [List additional items as necessary]
3. [Include any relevant deadlines for response]

Your cooperation in this matter is greatly appreciated and will assist us in maintaining compliance with [specific regulations or standards].

Should you have any questions or require further clarification, 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 Title]

[Your Company]

[Your Contact Information]