

[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]

Subject: Verification Request

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request verification regarding [specific information or situation].

Details of the verification request are as follows:

- Full Name: [Your Full Name]
- Reference Number (if applicable): [Reference Number]
- Date of Birth: [Your Date of Birth]
- Additional Information: [Any other relevant details]

Please let me know if you require any further information or documentation to facilitate this verification process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]