

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

[Recipient's Name]
[Recipient's Title]
[XJN Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Verification Letter

I am writing to formally verify [specific information to be verified, e.g., employment, identity, etc.] regarding [name of the individual or entity in question].

[Provide detailed information that requires verification, including dates, positions, and any relevant details that support the verification.]

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position] (if applicable)

[Your Company Name] (if applicable)