[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Verification Request
I hope this message finds you well. I am writing to request verification of [specific information or detail you need verified, e.g., employment status, income, membership, etc.]. This verification is required for [briefly explain the purpose, e.g., loan application, job application, etc.].
To assist in this process, I have enclosed [any necessary documents, such as W-2 forms, pay stubs, etc.], along with any additional information you may require to complete the verification.
Please let me know if you have any questions or require further documentation. I appreciate your prompt attention to this matter and look forward to your response.
Thank you for your assistance.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]