

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

[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: YQR Code Verification Request

I hope this letter finds you well. I am writing to request verification of my YQR code as part of [briefly explain the purpose, e.g., a recent application, event registration, etc.].

My YQR code details are as follows:

- YQR Code: [Insert YQR Code]
- Name: [Your Full Name]
- Email: [Your Email Address]
- Phone: [Your Phone Number]

I would appreciate your assistance in confirming the validity of my YQR code at your earliest convenience. If there are any further details or documentation required, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]