

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Verification Letter

Dear [Recipient's Name],

I am writing to confirm [briefly state the purpose of the verification, e.g., employment, income, etc.].

[Provide details regarding the subject of the verification, including dates, positions held, and any other relevant information.]

If you require any further information, 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 Phone Number]

[Your Email Address]