[Your Company/Organization Letterhead]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Document Verification Request
We are writing to formally request the verification of the following documents submitted by [Applicant's Name], who is applying for [specific purpose, e.g., visa, employment]. The details of the documents are as follows:
1. Document Type: [e.g., Passport, Degree Certificate]
 Document Number: [Document Number]
 Date of Issue: [Date]
 Issued By: [Issuing Authority]
2. Document Type: [e.g., Employment Letter]
 Document Number: [Document Number]
 Date of Issue: [Date]
 Issued By: [Issuing Authority]
We appreciate your assistance in this matter and request that you ensure a thorough review of these documents. Please confirm their authenticity and provide any relevant feedback or results from the verification process at your earliest convenience.
Should you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].
Thank you for your cooperation.
Sincerely,
[Your Name]
[Your Title]
[Your Organization]
[Your Contact Information]
[Your Organization's Address]