

Service Request Verification

Date: [Insert Date]

To,

[Service Provider's Name]

[Company Name]

[Address]

[City, State, Zip Code]

Subject: Verification of Service Request

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to formally request verification of the service request submitted on [Insert Request Date] regarding [Insert Service Description]. Our reference number for this request is [Insert Reference Number].

To ensure a smooth process, please confirm the following details:

- Date of Request: [Insert Request Date]
- Status of Request: [Insert Current Status]
- Estimated Completion Date: [Insert Estimated Date]

We appreciate your prompt attention to this matter and look forward to your confirmation.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]