

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

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

Dear [Recipient Name],

I am writing to formally request the verification of my certification in [Certification Name], issued on [issue date]. Please confirm the following details related to my certification:

- Certificate Name: [Full Name]
- Certification Number: [Certification Number]
- Date of Issue: [Issue Date]
- Expiration Date: [Expiration Date]

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 assistance in this matter.

Sincerely,

[Your Name]