Inquiry for Verifying Professional Qualifications

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[Your City, State, Zip Code]
[Your Email]
[Your Phone Number]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in verifying the professional qualifications of [Candidate's Name], who has applied for the position of [Position Title] at our organization.

As part of our hiring process, we seek to confirm the following qualifications:

- [Qualification 1]
- [Qualification 2]
- [Qualification 3]

Your confirmation of these qualifications would be greatly appreciated. Please feel free to reach out via email or phone should you require any additional information.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]