

# Letter of Legal Reference Verification Request

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to request a legal reference verification regarding [Name of Individual or Entity] for [specific purpose - e.g., employment, legal proceedings]. We believe that your insight will be invaluable in helping us understand their background and qualifications.

Please find below the details required for the verification:

- **Name:** [Full Name]
- **Position Applied For:** [Position Title]
- **Time Period of Relationship:** [Start Date] to [End Date]

We would appreciate it if you could provide information regarding their character, qualifications, and any legal matters pertinent to this verification.

Thank you for your assistance in this matter. We look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Company/Organization Name]