

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Embassy Name

Embassy Address

City, State, Zip Code

Dear Sir/Madam,

I am writing to request the verification of my documents for [state the purpose, e.g., visa application, residency application]. My name is [Your Full Name], and I am a citizen of [Your Country].

The documents I am seeking to have verified include:

- [Document 1]
- [Document 2]
- [Document 3]

Attached to this letter are copies of the documents along with any required forms and fees for the verification process. I kindly ask for your assistance in expediting this request, as it is crucial for my application process.

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

Sincerely,

[Your Name]