

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Date]

To Whom It May Concern,  
[Embassy/Consulate Name]  
[Embassy Address]  
[City, State, ZIP Code]

Subject: Request for Verification of Documents

Dear Sir/Madam,

I am writing to request the verification of documents related to my application for [specific purpose, e.g., visa, citizenship]. The documents I wish to have verified include:

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

These documents are essential for [brief explanation of purpose]. I would greatly appreciate it if you could guide me through the verification process and inform me of any fees or additional information required.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]