

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

[Recipient's Name]  
[Recipient's Title]  
[Embassy/Consulate Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request verification of diplomatic immunity for [Name of the Individual], who is currently [details regarding the individual's position or purpose]. This verification is necessary to ensure compliance with relevant legal protocols.

The details of the individual in question are as follows:

- Name: [Name]
- Position: [Position]
- Country of Origin: [Country]

Please provide any relevant documentation or confirmation of their diplomatic status at your earliest convenience. Your assistance in this matter is greatly appreciated.

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

Sincerely,

[Your Name]  
[Your Title/Organization, if applicable]