

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of document verification related to my job application for the position of [Job Title] submitted on [Submission Date]. I understand that this process is essential for finalizing candidate evaluations.

If there are any additional documents or information needed from my side to facilitate the verification process, please let me know. I appreciate your assistance and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]