Request for Verification of Job Application Documents

Date: [Insert Date]

To,

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the verification of the documents submitted as part of my job application for the position of [Job Title] at [Company's Name].

As part of the hiring process, I understand that the verification of my qualifications and experience is necessary. I would appreciate your assistance in confirming the authenticity of the following documents:

- [Document 1: e.g., Degree Certificate]
- [Document 2: e.g., Work Experience Letter]
- [Document 3: e.g., References]

If you require any further information or additional documents to facilitate this process, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip]

[Your Phone Number]

[Your Email Address]