

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, ZIP Code]

Subject: Compliance Verification Request

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request verification of compliance regarding [specific regulation, standard, or agreement] as it pertains to [describe the context or project].

As part of our ongoing efforts to ensure adherence to all relevant compliance requirements, we would appreciate it if you could provide documentation or confirmation that [specific details or areas of concern].

We would kindly ask for your response by [insert response deadline], to ensure that our records are up to date. If you require any further information to facilitate this request, please do not hesitate to reach out.

Thank you for your attention to this matter and your cooperation. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]