Data Verification Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the initiation of the data verification process for your manuscript titled "**[Manuscript Title]**". This process ensures the accuracy and integrity of the data presented in your submission.

As part of this verification process, we will:

- Review the data integrity and consistency
- Cross-reference data with relevant sources
- Verify compliance with ethical standards

Please provide the following documents to facilitate this process:

- Raw data files in [specify format]
- Any supplementary materials related to the data collection

We appreciate your cooperation and commitment to maintaining high standards in research. Please send the requested documents by [insert deadline]. If you have any questions, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Your Contact Information]