

Verification Procedure Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to acknowledge the receipt of your verification procedures as outlined in our recent communications. We appreciate your effort in ensuring all necessary documentation is in order.

We confirm that we will review the materials provided and proceed with our internal verification process according to the guidelines established. Please feel free to reach out if any additional information is required.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]