

Request for Offer Letter Details Verification

Date: [Insert Date]

To,

HR Department
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request verification of the details mentioned in my offer letter received on [Insert Offer Letter Date].

The specific details I would like to verify are:

- Position Title
- Salary
- Start Date
- Benefits

As I am preparing for the commencement of my employment, I believe it is essential to confirm that the information is accurate. If there are any discrepancies, please let me know at your earliest convenience.

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

Sincerely,

[Your Name]
[Your Contact Information]
[Your Address]