

To Whom It May Concern Letter & Email Formal

Date: May 2, 2024

Subject: Request for Document Verification

To Whom It May Concern,

I am writing to formally request the verification of documents submitted by our company, ABC Logistics, in relation to the tender for the government transport contract. As per the requirements outlined in your request for proposal, we have submitted all necessary documentation by the deadline.

We understand the importance of this project and assure you that all information provided is accurate and complete. Attached you will find a checklist of the documents submitted for your convenience.

We request your timely processing of our submission and would appreciate confirmation of receipt. Please let us know if there are any issues or further information required.

Thank you for your attention to this matter.

Respectfully,

[Your Name]

[Your Position]

[Your Contact Information]