

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Subject: Technology Capabilities Verification Request

Dear [Recipient Name],

We are currently conducting a formal assessment of [Specific Project or System Name]. As part of our due diligence process, we require verification of the technology capabilities provided by [Company Name].

Please provide detailed documentation or confirmation regarding the following items:

- [Capability 1: e.g., System Uptime and Reliability]
- [Capability 2: e.g., Data Security and Encryption Standards]
- [Capability 3: e.g., Integration APIs and Compatibility]
- [Capability 4: e.g., Scalability and Performance Metrics]

We request that this information be submitted by [Deadline Date]. If technical demonstrations or sandbox access are required to verify these claims, please let us know the earliest available date for a session.

Thank you for your prompt attention to this request. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]