

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Notary Public's Name]
[Notary Public's Address]
[City, State, Zip Code]

Subject: Request for Identity Verification

Dear [Notary Public's Name],

I hope this letter finds you well. I am writing to request your assistance with the identity verification process required for [briefly state the purpose, e.g., a legal document signing, loan application, etc.].

Please find below the details needed for the identity verification:

1. ****Full Name****: [Your Full Name]
2. ****Date of Birth****: [Your Date of Birth]
3. ****Address****: [Your Address]
4. ****Identification Document****: [Type of ID, e.g., Driver's License, Passport]
5. ****ID Number****: [Your ID Number]

I would appreciate it if you could confirm a suitable time for us to meet and complete this process. If you require any additional information or documents, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]