

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the identification number associated with my account.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Account Number (if applicable): [Your Account Number]

Please send the identification number to my email address or mailing address as listed above. If you require any additional information to process my request, do not hesitate to ask.

Thank you for your attention to this matter.

Sincerely,

[Your Name]