

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

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

Subject: Identity Verification Request

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the verification of my identity for [specific purpose, e.g., account setup, application process, etc.].

To assist with this process, I have included the necessary documents as requested:

1. [List of documents, e.g., copy of ID, utility bill, etc.]
2. [Any additional documents if required]

Please let me know if you need any further information or documentation. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

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