

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Identity Verification Process

I hope this letter finds you well. I am writing to formally initiate the identity verification process as required for [specific purpose, e.g., account creation, loan application, etc.].

To comply with the necessary verification standards, I have enclosed the following documents to confirm my identity:

1. A copy of my government-issued photo ID (e.g., passport, driver's license)
2. A recent utility bill/bank statement displaying my current address
3. Any additional documents as requested [specify if applicable]

Please let me know if you require any further information or additional documentation to facilitate this process. I understand the importance of securing my identity and appreciate your efforts in ensuring a thorough verification.

Thank you for your attention to this matter. I look forward to your prompt response and confirmation of my identity verification.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]