

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Identity Verification Confirmation

We are writing to confirm that your identity verification process has been successfully completed. Your submitted documents have been reviewed, and we are pleased to inform you that everything is in order.

- \*\*Name:\*\* [Recipient Name]

- \*\*Verification Method:\*\* [Method Used]

- \*\*Verification Date:\*\* [Verification Date]

Thank you for your cooperation during this process. If you have any further questions or need additional assistance, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]