

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

[Recipient Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Subject: Identity Verification for Credit Card Application

Dear [Recipient Name],

I am writing to verify my identity as part of the credit card application process. Please find my personal details and the required identification documents attached for your review.

**\*\*Personal Information:\*\***

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Last Four Digits of Your SSN]
- Address: [Your Address]

**\*\*Attached Documents:\*\***

1. [Name of Document 1 (e.g., Driver's License)]
2. [Name of Document 2 (e.g., Utility Bill)]
3. [Name of Document 3 (if applicable)]

I appreciate your prompt attention to this matter. If you require any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]