

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

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

Subject: Identity Verification Letter

I am writing to confirm my identity as part of the employment verification process for the position of [Job Title] at [Company Name]. My full name is [Your Full Name], and I am providing the following information for verification purposes:

- Date of Birth: [Your Date of Birth]
- Social Security Number (last four digits): [Last four digits]
- Address: [Your Address]

Attached to this letter are copies of the following identification documents:

1. [List of documents, e.g., Driver's License, Passport, etc.]
2. [Any additional documents if necessary]

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your attention to this matter.

Sincerely,

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