

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

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

Dear [Recipient Name],

Subject: Identity Verification

I am writing to confirm my identity as requested for [specific purpose, e.g., account verification, job application, etc.].

My personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]

Attached to this letter are copies of the following documents for verification purposes:

1. [Type of Document, e.g., Government-issued ID, Passport]
2. [Type of Document, e.g., Utility Bill, Bank Statement]

Please let me know if you require any further information or additional documents.

Thank you for your assistance.

Sincerely,

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