

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

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

Dear [Recipient's Name],

Subject: Identity Verification Request

I am writing to formally request the verification of my identity for [specific purpose, e.g., account access, application processing, etc.].

Below are my details for your reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Account Number (if applicable): [Account Number]
- Address: [Your Address]

Attached are the necessary documents to confirm my identity:

1. [List Document 1 (e.g., driver's license)]
2. [List Document 2 (e.g., utility bill)]
3. [Any additional documents]

Please let me know if you require any further information or additional documentation. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]