

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

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

Dear [Recipient Name],

I am writing to verify the identity of [Individual's Name], who has requested assistance in confirming their identity for [specific purpose, e.g., a financial application, legal matter, etc.].

[Include a brief introduction of the individual, their relationship to you, and any relevant background information that supports their identity.]

To the best of my knowledge, [Individual's Name] was born on [Date of Birth] and resides at [Current Address]. I have known [Individual's Name] for [duration] and can confirm that the details provided by them are accurate.

Please find attached copies of [mention any documents you are including, such as a government-issued ID, utility bill, etc.] to assist in the identity verification process.

If you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title (if applicable)]
[Your Company/Organization (if applicable)]