

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

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

Dear [Recipient's Name],

Subject: Identity Verification Request

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

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]
- Identification Number: [ID Number, if applicable]

To support my request, I have attached copies of the following documents:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I appreciate your prompt attention to this matter and look forward to your confirmation of my identity verification. Should you need any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]