

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally verify my identity as requested. Below are the necessary details for your records:

**\*\*Full Name:\*\*** [Your Full Name]

**\*\*Date of Birth:\*\*** [Your Date of Birth]

**\*\*Address:\*\*** [Your Current Address]

**\*\*Identification Document:\*\*** [Type of ID, e.g., Driver's License, Passport]

**\*\*ID Number:\*\*** [Your ID Number]

I have attached a copy of my [specific ID document] for verification purposes. Please let me know if you require any additional information or documents to complete this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]