

[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 request your assistance with the identity verification process required for [specific purpose, e.g., account setup, loan application, etc.]. In order to comply with your policies and regulations, I am providing the necessary documentation to verify my identity.

Enclosed, you will find copies of the following documents:

1. [Document Type, e.g., government-issued ID]
2. [Document Type, e.g., utility bill, bank statement]
3. [Any additional documents, if necessary]

Please let me know if you require any further information or additional documents. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Job Title, if applicable]  
[Your Company Name, if applicable]