

[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: Request for Identity Verification

I hope this letter finds you well. I am writing to formally request assistance in completing the identity verification process required for [specific purpose, e.g., account setup, loan application, etc.].

To ensure compliance with your verification procedures, I have enclosed the necessary documents, including [list the documents you are attaching, e.g., copy of government-issued ID, proof of address, etc.].

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

Thank you for your assistance.

Sincerely,

[Your Name]