

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

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

Dear [Recipient's Name],

Subject: Identification Verification

I am writing to verify my identity in relation to [briefly state the purpose, e.g., "the application I submitted on DATE" or "my account with ID NUMBER"].

Enclosed, please find copies of the following identification documents:

1. [Document Type, e.g., Driver's License]
2. [Document Type, e.g., Passport]
3. [Any other documents, e.g., Utility Bill for address verification]

If you need any additional information or documentation, 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]