

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Subject: Identity Confirmation Letter  
Dear [Recipient's Name],  
I am writing to confirm my identity as requested. Below are my personal details for your verification:  
Full Name: [Your Full Name]  
Date of Birth: [Your Date of Birth]  
Address: [Your Address]  
Social Security Number: [Last Four Digits of SSN]  
[Additional Information as Needed]  
Attached are copies of the following documents to support my identity confirmation:  
1. [Document Type, e.g., Driver's License]  
2. [Document Type, e.g., Passport]  
3. [Any Additional Documents]  
Please let me know if you require any further information or additional documentation.  
Thank you for your assistance.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]