

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

[Recipient Name]
[Recipient Title]
[Government Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: Identity Verification Letter

Dear [Recipient Name],

I am writing to verify my identity as part of the requirements for accessing government services.

I, [Your Full Name], born on [Your Date of Birth], residing at [Your Full Address], am providing this letter to confirm my identity for [specific purpose, e.g., applying for benefits, passport issues, etc.].

Enclosed with this letter are copies of the following documents:

1. [Document Type, e.g., Government-issued ID]
2. [Another Document Type, e.g., Utility Bill]
3. [Any additional documents, if necessary]

I appreciate your assistance in this matter and am looking forward to resolving any required identity verification. Should you need further information, please feel free 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]