

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Identity Verification Request

I hope this message finds you well. I am writing to formally request the verification of my identity in connection with my account with [Company/Organization Name].

For your records, my details are as follows:

- Full Name: [Your Full Name]
- Account Number: [Your Account Number]
- Date of Birth: [Your Date of Birth]

As per your requirements for identity verification, I have included copies of the following documents:

1. [Document Type 1 (e.g., Driver's License)]
2. [Document Type 2 (e.g., Utility Bill)]

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

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]