

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

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

Dear [Recipient's Name],

I am writing to support the identity verification for [Name of the Individual or Entity] as part of the [specific purpose, e.g., application process, account verification, etc.].

I confirm that I have known [Name] for [duration] and can verify their identity as [details about their identity, e.g., full name, date of birth, address, etc.]. [You can also mention your relationship to the individual, e.g., friend, colleague, etc.].

Please feel free to contact me at [your phone number] or [your email address] should you require any further information or clarification.

Thank you for considering this verification.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]