

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

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

Dear [Recipient's Name],

Subject: Identity Verification

I am writing to request the verification of my identity for [specific purpose, e.g., opening an account, applying for a loan, etc.].

To assist with this process, I have enclosed the following documents:

1. [Document 1, e.g., copy of government-issued ID]
2. [Document 2, e.g., proof of address]
3. [Document 3, if applicable]

Please let me know if you require any additional information or further documentation to complete the verification process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]