

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

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

Dear [Recipient's Name],

Subject: Request for Identification Verification

I hope this message finds you well. I am writing to request verification of my identification associated with my account to ensure the security and integrity of my information.

Account Information:

- Account Holder Name: [Your Full Name]
- Account Number: [Your Account Number]
- Email Address Associated with the Account: [Your Email Address]

To assist with this process, I am willing to provide any necessary documentation to verify my identity, including but not limited to:

- A copy of a government-issued identification
- Proof of address (e.g., utility bill, bank statement)

Please let me know the steps I need to take to facilitate this verification process. I appreciate your immediate attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]