

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

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

Dear [Recipient's Name],

Subject: Request for Identity Verification

I hope this letter finds you well. I am writing to formally request identity verification for my account with [Company/Organization Name]. To ensure the security of my personal information, I understand the necessity of verifying my identity. Please let me know what specific information or documentation you require from my end to facilitate this process.

For your records, my account details are as follows:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]
- Email associated with the account: [Your Email Address]

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any additional information.

Thank you for your assistance.

Sincerely,

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