

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

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

Dear [Recipient Name],

Subject: Verification of Identity

I am writing to formally request verification of my identity for  
[specific purpose, e.g., account access, application processing, etc.].  
For your reference, my personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- [Any other relevant details, e.g., account number, social security number, etc.]

I have attached copies of the following documents to assist with the verification process:

1. [Type of Document]
2. [Type of Document]

Please let me know if any additional information is required. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,  
[Your Name]