

[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],

I am writing to formally verify the personal identity of [Individual's Full Name], who has requested [specific verification purpose, e.g., employment, loan application, etc.].

[Individual's Full Name] is known to me [explain your relationship, e.g., as a colleague, friend, etc.], and I can confirm their identity as follows:

- Full Name: [Individual's Full Name]
- Date of Birth: [Individual's Date of Birth]
- Address: [Individual's Address]

I confirm that the above information is accurate to the best of my knowledge and belief. If you require additional information or further verification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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