

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

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

Dear [Recipient Name],

I am writing to formally verify my identity as requested. Please find my personal details below for your records:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Address]
- Identification Number: [ID/Passport Number]

Enclosed/Attached are copies of the following documents to support my identity verification:

1. [Name of Document 1]
2. [Name of Document 2]
3. [Name of Document 3]

If you require any additional information or further documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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