

[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 hope this message finds you well. I am writing to formally request the identity verification documents required for [specific purpose, e.g., account verification, application process].

For your reference, my details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Account Number (if applicable): [Your Account Number]

In order to proceed with [specific task or requirement], I would appreciate it if you could provide the necessary documentation, including [specify any specific documents needed, e.g., government-issued ID, proof of address, etc.].

Please let me know if there are any forms I need to fill out or if additional information is required to facilitate this process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]