

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

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

Dear [Recipient Name],

Subject: Identity Verification Application

I am writing to formally request identity verification as part of the application process for [specific purpose, e.g., employment, account opening, etc.].

To facilitate this process, I have included the following documents:

1. [List of documents, e.g., copy of government-issued ID, proof of address, etc.]
2. [Additional relevant documents if any]

I appreciate your attention to this matter and look forward to your prompt response. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]