

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

Dear [Bank Manager's Name or Customer Service Team],

Subject: Verification of Documents

I am writing to formally submit the verification documents required for my [Account Type, e.g., savings/checking] account with [Bank Name]. My account number is [Account Number].

Attached to this letter are the following documents for your review:

1. [Document 1 (e.g., Government-issued ID)]
2. [Document 2 (e.g., Proof of Address)]
3. [Document 3 (e.g., Tax Identification Number if applicable)]

Please let me know if any additional information or documents are needed to complete the verification process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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