

[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]

Subject: Verification of Identity Documents

Dear [Recipient Name],

I am writing to confirm the authenticity of the identity documents submitted by [Name of the person whose identity is being verified] on [Date of Submission]. The documents provided include:

1. [Document Type 1]
2. [Document Type 2]
3. [Document Type 3]

After careful review, I can confirm that these documents appear to be legitimate and have been verified against the appropriate databases. Please let me know if you require any additional information or further verification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position]  
[Your Organization Name]