

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

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

Dear [Recipient Name],

Subject: Identity Verification

I am writing to request verification of my identity for [specific purpose, e.g., opening an account, processing a loan application, etc.]. Attached to this letter, you will find the following documents for your review:

1. [List of documents, e.g., photocopy of government-issued ID, recent utility bill, etc.]
2. [Any additional documents]

Please let me know if you require any further information or documentation to complete the verification process. I appreciate your assistance in this matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]