

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally verify my identity and provide additional information as requested.

**\*\*Personal Information:\*\***

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN] (if applicable)
- Address: [Your Current Address]

**\*\*Identification Documents:\*\***

Attached are copies of my identification documents as proof of my identity, including:

1. [Type of ID Document - e.g., Driver's License, Passport]
2. [Another ID Document, if necessary]

If you require any further information or additional documents, please do not hesitate to contact me at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]