

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

[Date]

[Recipient Name or Department]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Identity Verification and Signature Validation

To Whom It May Concern,

I am writing to formally verify my identity and validate my signature for the purposes of [Reference Account Number, Application ID, or Specific Transaction].

I confirm that the personal information provided below is true and accurate:

- Full Legal Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Identification Type: [e.g., Driver's License / Passport]
- Identification Number: [ID Number]

Below is a sample of my official signature to be kept on file and used for verification of all related documents:

(Signature)

(Printed Name)

I have attached a certified copy of my [Name of ID Document] to this letter as further proof of identity. Please update your records accordingly.

If you require any additional information or have further questions, please contact me directly at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]