

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

[Date]

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

RE: Request for Signature Affidavit - [Account or Reference Number]

Dear [Recipient Name],

I am writing to formally request a Signature Affidavit form regarding the above-referenced account. I require this document to verify my identity and the authenticity of my signature for your records.

Please send the necessary forms and any specific instructions for completion to my address listed above. If this document can be provided electronically, please send it to [Your Email Address].

If there are any fees associated with this request or if additional information is required from my end, please notify me at your earliest convenience.

Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]