

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name or Department]
[Organization Name]
[Organization Address]

Subject: Request for Individual Identity Verification - [Your Full Name]

Dear [Recipient Name or Contact Person],

I am writing to formally request the verification of my identity in relation to [mention purpose, e.g., account opening, security update, or application for services].

To facilitate this process, I have enclosed/attached the following documents as proof of my identity:

- Copy of Government-Issued Photo ID (e.g., Passport or Driver's License)
- Copy of a Recent Utility Bill or Bank Statement (Proof of Address)
- [List any other required documents here]

Please let me know if any further information or documentation is required to complete this verification. I would appreciate it if you could confirm once my identity has been successfully verified.

Thank you for your assistance in this matter.

Sincerely,

[Signature (if sending by mail)]

[Your Printed Name]