

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

Date: [Current Date]

To: [Company/Service Name] Customer Support

Subject: Identity Verification for Account Recovery - [Your Account Username/ID]

To Whom It May Concern,

I am writing this letter to verify my identity in order to regain access to my account. I have been unable to log in due to [briefly state reason, e.g., lost password/lost two-factor authentication device].

Account Information:

Username/Email: [Your Account Email/Username]

Account Reference Number (if applicable): [Reference Number]

As requested for the verification process, I have attached a clear copy of my government-issued identification. This document confirms my identity as the rightful owner of the account.

Attached Document Type: [e.g., Driver's License, Passport, National ID]

Please review the attached document and proceed with the account recovery process. If you require any further information or additional steps to secure my account, please contact me via my email address or phone number listed above.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]