

[Sender Name/Organization Name]
[Sender Address]
[City, State, Zip Code]
[Date]

[Beneficiary Name]
[Beneficiary Address]
[City, State, Zip Code]

Subject: Request for Beneficiary Identity Verification

Dear [Beneficiary Name],

We are currently in the process of reviewing the file regarding [Project/Account/Estate Name] associated with your name. To ensure compliance with security protocols and to protect your interests, we require formal verification of your identity.

Please provide a clear copy of one of the following documents:

- Valid Passport
- Government-issued Driver's License
- National Identity Card

Additionally, please complete and return the enclosed identity confirmation form. You may submit these documents via [Secure Portal/Email Address/Postal Mail] no later than [Due Date].

If you have any questions regarding this request, please contact our office at [Phone Number] or [Email Address]. Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Printed Name]
[Title/Position]