

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

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

**Subject: Request for Identity Verification Documents**

Dear [Recipient Name],

We are writing to request documentation to verify your identity in relation to [mention purpose, e.g., your account application / employment / contract].

To process your request, please provide clear copies of the following documents:

- A valid government-issued photo ID (e.g., Passport, Driver's License).
- A recent utility bill or bank statement showing your current address (dated within the last 90 days).
- [Optional: Additional document if required].

Please submit these documents by [Deadline Date] via [Submission Method, e.g., our secure online portal / email / mail].

The information provided will be used solely for verification purposes and will be handled in accordance with our privacy policy. If you have any questions, please contact us at [Phone Number] or [Email Address].

Thank you for your prompt cooperation.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]