

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

[Date]

[Financial Institution Name]
[Department Name]
[Institution Address]
[City, State, Zip Code]

Subject: Identity Verification Documents for Joint Account #[Account Number]

Dear [Contact Person or Department],

We are writing to provide the required identity verification documents for our joint account held at [Financial Institution Name].

Enclosed/Attached, please find the following documents for both account holders:

Primary Account Holder: [Name 1]

- [Type of ID, e.g., Driver's License or Passport]
- [Type of Proof of Address, e.g., Utility Bill]

Secondary Account Holder: [Name 2]

- [Type of ID, e.g., Driver's License or Passport]
- [Type of Proof of Address, e.g., Utility Bill]

Please update our account records to reflect that all verification requirements have been met. If you require any additional information, please contact us at [Phone Number] or [Email Address].

Thank you for your assistance.

Sincerely,

[Signature 1]
[Printed Name 1]

[Signature 2]
[Printed Name 2]