

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

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

Subject: Request for Additional Identity Verification Documents

Dear [Recipient Name],

We are currently processing your [application/request/account registration] dated [Date]. To complete this process and ensure the security of your account, we require additional documentation to verify your identity.

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

- A valid government-issued photo ID (Passport, Driver's License, or National ID card).
- A recent utility bill or bank statement showing your full name and current residential address.
- [Insert any other specific document required].

You may submit these documents by [uploading them to our secure portal / replying to this email / mailing them to the address above]. Please ensure that all copies are legible and that all four corners of the document are visible.

We request that you submit these documents by [Deadline Date]. Please note that we cannot finalize your [application/request] until this verification is complete.

If you have any questions, please contact us at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

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