

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Identity Verification Request for Loan Application #[Application Number]

Dear [Applicant Name],

Thank you for submitting your loan application with [Financial Institution Name]. To proceed with the processing of your request, we require further verification of your identity.

Please provide clear copies of the following documents:

- A valid government-issued photo ID (e.g., Driver's License or Passport).
- A recent utility bill or bank statement (dated within the last 60 days) to verify your current address.
- [Additional Document, if applicable]

You may submit these documents by [Submission Method, e.g., uploading to our secure portal, email, or in-person].

Please provide these documents by [Deadline Date] to avoid any delays or the cancellation of your application. Once received, our team will continue the review process.

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

Sincerely,

[Your Name/Department Name]

[Financial Institution Name]