[Date]

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

Subject: Required Documentation for Identity Verification

Dear [Client Name],

As part of our commitment to security and compliance with financial regulations, [Wealth Management Firm Name] is required to verify the identity of all clients. This process helps us protect your assets and ensures the integrity of your accounts.

To complete this verification, please provide clear copies of the following documents:

- **Proof of Identity:** A valid, government-issued photo ID (e.g., Passport, Driver's License, or National ID Card).
- **Proof of Address:** A recent utility bill, bank statement, or government correspondence dated within the last three months.
- **Tax Identification:** [Social Security Number / Tax ID Number / VAT Number].

Please submit these documents by [Deadline Date] via our secure client portal or by visiting our office in person. If you choose to send these via mail, please ensure they are notarized copies.

If you have any questions regarding this request or require assistance with the submission process, please contact your Wealth Manager, [Manager Name], at [Phone Number] or [Email Address].

Thank you for your cooperation and for choosing [Wealth Management Firm Name].

Sincerely,

[Signature]
[Name of Sender]
[Title/Department]
[Wealth Management Firm Name]