

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Bank Name]  
[Department Name, e.g., Compliance Department]  
[Bank Address]

**Subject: Secure Submission of Identity Verification Documents**

Dear [Recipient Name or Customer Service Team],

I am writing in response to a request to verify my identity regarding my account ending in [Last 4 Digits of Account Number].

To ensure the security of my personal information and to comply with banking regulations, I have enclosed certified copies of the following documents:

- [Document 1: e.g., Valid Passport or Driver's License]
- [Document 2: e.g., Recent Utility Bill or Bank Statement for proof of address]
- [Document 3: e.g., Social Security Card or Tax ID document]

Please update my records accordingly. I request that these documents be handled in accordance with your institution's data protection and privacy policies. Once the verification process is complete, please confirm via [email/letter] that my account status is secure and fully verified.

If you require any further information, please contact me directly at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]