

Date: [Insert Date]

To:

[Recipient Name or Institution]

[Department]

[Address]

[City, State, Zip Code]

Subject: Verification of Foreign Identification

To Whom It May Concern,

I am writing to formally verify the identity and foreign status of the individual named below. This letter accompanies the attached copies of official identification documents for your records.

Individual Details:

- **Full Name:** [Full Legal Name as it appears on Passport]
- **Date of Birth:** [MM/DD/YYYY]
- **Country of Citizenship:** [Country]
- **Document Type:** [e.g., Foreign Passport, National ID Card]
- **Document Number:** [ID Number]
- **Expiration Date:** [MM/DD/YYYY]

I confirm that the enclosed copy is a true and accurate reproduction of the original document, which I have personally inspected. The individual is a non-resident of [Current Country] and maintains permanent residency in [Home Country].

Should you require any additional documentation or have further questions regarding this verification, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]

[Organization Name]