

Date: [Insert Date]

To:

[Recipient Name/Organization]

[Department Name]

[Address line 1]

[City, State, Zip Code]

Subject: In-Person Verification of Identity for [Applicant Full Name]

To Whom It May Concern,

This letter serves to formally certify that I have personally met with and verified the identity of the individual named below:

- **Full Name:** [Applicant Full Name]
- **Date of Birth:** [MM/DD/YYYY]
- **Current Address:** [Applicant Home Address]

The identity of the aforementioned individual was confirmed through the inspection of the following original, valid, government-issued photo identification:

- **Type of ID:** [e.g., Passport, Driver's License]
- **ID Number:** [Insert ID Number]
- **Issuing Authority:** [Insert Issuing Country/State]
- **Expiration Date:** [MM/DD/YYYY]

I confirm that the photograph on the identification provided is a true likeness of the individual who appeared before me and that the document appears to be authentic.

Sincerely,

[Signature]

Name: [Verifier Name]

Title/Position: [Verifier Job Title]

Organization: [Company Name]

Contact Number: [Phone Number]