

[Current Date]

[Entity/Company Name]

[Department Name]

[Street Address]

[City, State, Zip Code]

Subject: Remote Online Verification of Identity

To whom it may concern,

I am writing to formally submit my documentation for remote identity verification as required for [Purpose of Verification, e.g., Account Opening / Employment / Legal Proceedings].

In accordance with your remote verification procedures, I have attached high-resolution digital copies of the following documents:

- Primary Identification: [Type of ID, e.g., Passport or Driver's License]
- Secondary Identification: [e.g., National ID or Utility Bill]
- Proof of Address: [Document Name] dated within the last 90 days

I confirm that I have also completed the required live video verification/facial recognition scan via your secure portal on [Date] at [Time].

Personal Details for Verification:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Reference Number: [Your Application or Account Number]

I certify that the documents provided are true and original copies of my identification. Please notify me via email at [Your Email Address] or by phone at [Your Phone Number] once the verification process is complete or if further information is required.

Sincerely,

[Your Signature]

[Your Printed Name]