

**[Your Full Name]**

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

**[Date]**

**[Recipient Name or Department]**

[Organization Name]

[Organization Address]

[City, State, Zip Code]

**Subject: Submission of Secondary Documents for Identity Verification**

Dear [Recipient Name],

I am writing in response to your request for additional documentation to verify my identity regarding [Reference Number or Account Purpose].

As my primary identification requires secondary support, I have enclosed copies of the following documents for your review:

- [Document Name 1, e.g., Utility Bill]
- [Document Name 2, e.g., Birth Certificate]
- [Document Name 3, e.g., Social Security Card]

I certify that these documents are true and accurate copies of the originals. Please let me know if you require any further information or if I need to present the original documents in person for physical inspection.

Thank you for your assistance in completing this verification process.

Sincerely,

[Signature]

[Your Printed Name]