

Subject: Account Identification and Verification - [Account Number/Name]

Dear [Recipient Name/Department],

Please use this letter as formal identification for the account referenced below:

- **Account Holder Name:** [Full Name]
- **Account Number:** [Number]
- **Account Type:** [e.g., Savings, Business, Utility]
- **Associated ID/Tax ID:** [ID Number]

This information is provided for the purpose of [state reason, e.g., verification, inquiry, or update].

If you require further documentation or have questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Date]