

[Agency Letterhead/Logo Area]

**Date:** [Insert Date]

**Subject:** Identity Authentication and Verification Confirmation

To Whom It May Concern,

This letter serves to formally certify that **[Agency Name]** has conducted a comprehensive identity authentication process for the following candidate:

- **Full Name:** [Candidate Legal Name]
- **Date of Birth:** [Candidate DOB]
- **Identification Document Type:** [e.g., Passport / National ID / Driver's License]
- **Document Number:** [Last 4 Digits of ID Number]

We confirm that we have sighted the original identification documents and have verified their authenticity through our internal compliance procedures. The individual presented above has been matched against the provided photographic identification.

Our verification process includes:

- Verification of right-to-work documentation.
- Validation of identification against official government-issued records.
- Face-to-face or live video-link identity matching.

This authentication is valid as of the date of this letter for the purposes of recruitment and professional representation. Should you require further information or specific verification logs, please contact our compliance department.

Sincerely,

[Signature]

**[Name of Verifying Officer]**

[Job Title]

[Agency Name]

[Contact Phone Number]

[Email Address]