

Personal Identity Verification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request personal identity verification regarding my accounts and records in your organization. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Account Number: [Your Account Number]

To facilitate this process, I have included copies of valid identification documents, such as:

- Government-issued ID
- Utility bill with my name and address

Please inform me of any additional information or documentation you require to complete this verification. Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]