

# Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

[Date]

## Subject: Identity Verification for Passport Renewal

To Whom It May Concern,

This letter serves to confirm the identity of [Applicant's Full Name], born on [Date of Birth], and holding passport number [Passport Number]. The individual is currently in the process of renewing their passport and requires identity verification as part of the renewal procedures.

Please find attached the necessary documents submitted by the applicant:

- Copy of current passport
- Government-issued identification
- Proof of residency

If you require any further information or clarification, please do not hesitate to contact our office at [Embassy Phone Number] or [Embassy Email].

Thank you for your attention to this matter.

Sincerely,

[Embassy Official Name]

[Title]

Embassy of [Country]