

Identity Verification Documentation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request the documentation necessary to verify my identity in relation to [specific purpose, e.g., account opening, application processing]. To ensure compliance with your verification procedures, I am ready to provide the appropriate identity verification documentation.

Could you please provide me with a list of acceptable documents and any specific instructions for submitting this information? Your assistance in this matter is greatly appreciated.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]