

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Recipient Name or Department]  
[Organization Name]  
[Organization Address]

**Subject: Submission of Valid Government-Issued Photo Identification**

To Whom It May Concern,

Please find attached a copy of my valid government-issued photo identification as requested for [Purpose of Submission, e.g., account verification, employment, or application].

The details of the identification provided are as follows:

- **Type of ID:** [e.g., Passport, Driver's License, State ID]
- **ID Number:** [Enter ID Number]
- **Issuing Authority:** [Enter Country or State]
- **Expiration Date:** [Enter Expiration Date]

I confirm that the attached document is a true and accurate copy of the original. If you require any further information or need to verify the original document in person, please let me know.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]