

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

[Date]

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

Subject: Submission of Secondary Form of Identification

Dear [Recipient Name],

I am writing to provide a secondary form of official identification as requested for [Purpose of Request, e.g., account verification, employment, or application].

Please find attached a copy of my [Type of Secondary ID, e.g., Birth Certificate, Social Security Card, Voter ID, or Utility Bill]. This document is intended to supplement the primary identification previously provided.

The details on the attached document are as follows:

- **Document Type:** [Type of ID]
- **Document Number:** [ID Number, if applicable]
- **Date of Issuance:** [Issue Date]
- **Issuing Authority:** [Name of Government Agency or Office]

If you require any further documentation or have questions regarding this submission, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Signature]

[Your Printed Name]