

**Date:** [Insert Date]

**Subject:** Requirement for Government-Issued Photo Identification

Dear [Recipient Name],

We are writing to inform you that to complete your [Application/Registration/Verification] process, you are required to provide a valid form of government-issued photo identification.

Please provide a clear copy or scan of one of the following documents:

- Valid Driver's License
- Current Passport
- State-issued Identification Card
- Military Identification Card

**Submission Instructions:**

Please submit the documentation by [Insert Date] via [Insert Method, e.g., Email/Online Portal/In-Person]. Ensure that the document is not expired and that all text and photos are clearly visible.

Failure to provide this identification may result in a delay or denial of your request.

If you have any questions, please contact [Department/Contact Person] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]  
[Your Title]  
[Organization Name]