

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Landlord or Property Manager Name]
[Property Management Company Name]
[Office Address]
[City, State, Zip Code]

RE: Submission of Missing Identification Documents - [Rental Property Address/Unit Number]

Dear [Landlord/Property Manager Name],

I am writing to provide the missing identification documentation required for my [rental application / existing tenancy file].

Please find the following documents attached to this letter:

- [Document Name, e.g., Photo ID / Driver's License]
- [Document Name, e.g., Passport / Social Security Card]
- [Document Name, e.g., Proof of Income / Utility Bill]

I apologize for the oversight in the initial submission. I hope these documents complete my file. Please let me know if any further information or additional verification is needed.

Thank you for your time and assistance.

Sincerely,

[Your Signature]

[Your Printed Name]