

[Your Organization Name]  
[Your Organization Address]  
[City, State, ZIP Code]  
[Contact Number]

Date: [DD/MM/YYYY]

To,  
[Recipient's Name / Third-Party Organization]  
[Recipient's Address]  
[City, State, ZIP Code]

## Subject: Identity Confirmation Letter for Third-Party Verification

Dear [Recipient's Name/To Whom It May Concern],

This letter is to confirm the identity of [Employee/Individual's Full Name], holding the [position/designation, if applicable] with [Company/Organization Name] and bearing identification number [ID Number/Employee Number].

[Individual's Name] has been employed with us since [Date] and currently resides at [Address, if required]. This verification is being provided at the request of [Recipient's Organization or Purpose] for the purpose of third-party verification.

We confirm that the information provided above is accurate and true to the best of our knowledge as of the date of this letter. Should you require any further information or clarification, please feel free to contact us.

Sincerely,

[Your Name]  
[Your Designation]  
[Your Organization Name]

### Important Notes:

- This letter should be issued on the official letterhead of the organization.
- Ensure all identity details are accurate and consent is obtained from the individual concerned.
- Do not share sensitive personal data beyond what is necessary for verification.
- This document should be signed and, where relevant, stamped by an authorized personnel.