

Subject: Request for Document Verification

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to request verification of my personal details for the upcoming process. For your reference, my **email address** is john.doe@example.com. I would also like to provide my contact information; you can reach me at +91-9876543210.

As you may know, I have been associated with the company since March 15, 2020, and my employee ID is JD567890. Regarding my identity verification, my **Aadhaar number** is 1234 5678 9012, and my **passport number** is Z1234567. Additionally, my PAN card number is AAAAAA1234A.

I recently relocated to 123 Main Street, Sector 45, New Delhi - 110022. For banking purposes, my bank account number is 012345678912, and the IFSC code of my branch is HDFC0001234. The name on my account is **John Doe**, and my Social Security Number (SSN) equivalent, NID, is IN1234567890.

Please let me know if you need any further information or if there are additional steps I should follow to complete this process.

Thank you for your assistance.

Best regards,
John Doe