[Company Name]  
[Address, CITY, STATE, Zip]  
[Contact]  
[Website]

Date:

Re. Issuance of Certificate of Identification

Dear Tom Bloom,

Regarding the above-mentioned subject, this letter aims to request a certificate of my identification. I have migrated here from Coventry, England. I am living here for 10 years and now it is time to get a USA citizenship card to enroll myself as a USA citizen. For that sake, I must present a few documents and identification proof. Moreover, I am going to purchase an apartment of own here in Seattle for which I also need identity verification.

The identity verification council of the city has asked me to produce a certificate of identification approved by the manager of my workplace. Therefore, I request you to issue me a certificate of identification in official means so that I can get my citizenship as soon as possible and complete the procedure of buying an apartment. I hope you will cooperate by assisting me in this regard.

The HR department has all the required information details needed for the certification. I am looking forward to your earliest response to [email].

Thanking you in anticipation.

Regards,

Kem Nihal  
Assistance Finance Manager,  
Mega notes. Notes (MGN)  
John Street XJ Road, Seattle, USA