

## **Sample letter for agents who check ID of a client on behalf of Alternative Family Law**

This letter must be on your official letterhead.

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First by fax to number: +44 20 7407 4080

Dear Mr Woelke

[name of client]

I confirm that I am a [solicitor, notary, consul ...] regulated by [the bar of ...,] who can be contacted on telephone number ... to check my credentials, and whose website address is ... .

I enclose certified copies of the following original documents:

1. [a passport...] as proof of ID and
2. [a gas bill dated ...] as proof of address.

I confirm that I have personally met [Mr/Ms ... ] and that the photographs in the photo ID is a good liking of him/her and that I have inspected the original documents and that they seem genuine to me.

Yours etc.