

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Identity Verification Procedure

We hope this message finds you well.

As part of our commitment to maintaining the highest standards of security and compliance, we are implementing an identity verification procedure. This process is essential to ensure that all transactions and interactions are conducted safely and securely.

Please provide us with the following documentation to complete your identity verification:

1. A government-issued photo ID (e.g., passport, driver's license)
2. A recent utility bill or bank statement showing your name and address
3. Any additional information as requested

You may submit these documents via email at [your email address] or by mail to the address listed above. Rest assured, all information provided will be handled in complete confidentiality and in accordance with applicable privacy laws.

Should you have any questions or require further assistance, please do not hesitate to contact us at [your phone number] or [your email address].

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]