

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Identity Verification Request

We hope this message finds you well. As part of our commitment to ensuring the safety and security of your account, we are conducting a routine identity verification process.

To complete this process, we kindly ask you to provide the following documents:

1. A copy of a government-issued photo ID
2. Proof of address (utility bill, bank statement, etc.)
3. Any additional documentation relevant to your account

Please submit the requested documents by [deadline date] to avoid any disruptions in your service. You may send them via email to [email address] or through our secure portal at [website].

Thank you for your attention to this matter. If you have any questions or require assistance, feel free to contact us at [phone number] or [email address].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Phone Number]

[Company Email Address]