[Your Company Letterhead]
[Date]
[User's Name]
[User's Address]
[City, State, Zip Code]
[Email Address]
Subject: User Identity Verification Request
Dear [User's Name],
We hope this message finds you well. To ensure the security of your account and maintain the integrity of our services, we kindly request that you verify your identity.
Please provide the following information:
1. A copy of a government-issued ID (e.g., passport, driver's license).
2. A recent utility bill or bank statement showing your name and address.
3. Any additional information you think may help in confirming your identity.
You can send the documents to us via email at [Verification Email Address] or by mail to the address listed above. We assure you that your information will be handled with the utmost care and confidentiality.
Thank you for your cooperation. If you have any questions or need assistance, please do not hesitate to contact our support team at [Support Phone Number] or [Support Email Address].
Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]