

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Account Verification Required

Dear [Recipient's Name],

We hope this message finds you well. To ensure the security and integrity of your account with us, we require verification of your identity. Please provide us with the requested information at your earliest convenience.

Details Required for Verification:

- Full Name:
- Email Address:
- Phone Number:
- Account Number:

Please reply to this letter or contact our support team at [Support Email/Phone Number] if you have any questions.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Contact Information]

[Company Website URL]