

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Phone Number Verification

We are reaching out to you to verify the phone number associated with your account. Please confirm that the following phone number is correct:

[Phone Number]

To verify, please reply to this letter or contact us at [Your Contact Information]. If this number is incorrect, please provide the correct number.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]