

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Phone Number Verification

Dear [Recipient's Name],

We are writing to inform you that we need to verify your phone number associated with your account ([Account Number or Email Address]). Please follow the instructions below to complete the verification process:

1. Confirm your phone number: [Phone Number to Verify]
2. Send a text message with the code [Verification Code] to this number.
3. Alternatively, you can also call us at [Customer Service Phone Number] for assistance.

This verification is necessary to maintain the security of your account and ensure accurate communication.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

[Company Website URL]

[Optional: Company Logo]