

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Phone Number Verification Process

I hope this letter finds you well. This correspondence serves to outline the phone number verification process implemented by [Your Company]. As a crucial part of our commitment to ensuring the security and accuracy of user accounts, we require all users to verify their phone numbers during the registration process. This step helps us prevent unauthorized access and enhances our communication capabilities with our clients. The verification process is as follows:

1. **Registration**: Users will enter their phone number during account setup.
2. **Verification Code**: Upon submission, a unique verification code will be sent to the provided phone number via SMS.
3. **Code Submission**: Users must enter the received code within the app or website to confirm their phone number.
4. **Completion**: Once verified, the phone number will be linked to the user's account, ensuring seamless authentication in future logins.

We encourage users to complete this verification promptly. Should you or your team have any questions or require assistance, please feel free to contact our support team at [Support Email] or [Support Phone Number].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]