

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Phone Number Authentication

We hope this message finds you well. As part of our commitment to ensuring the security of your account, we require verification of your phone number associated with your profile.

Please confirm your phone number by replying to this letter or contacting us at [Contact Number/Email Address].

Once we receive your confirmation, we will proceed with the necessary steps to enhance your account security.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Company Contact Information]