

[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Customer's Name]
[Customer's Address]
[City, State, ZIP Code]

Dear [Customer's Name],

Subject: Phone Number Verification

We hope this message finds you well. As part of our commitment to ensuring your security and providing you with the best service, we require verification of your phone number.

Please follow these steps to verify your number:

1. Dial the number provided: [Your Phone Number].
2. Enter the verification code: [Verification Code].

Your cooperation is greatly appreciated as it helps us maintain the integrity of our services. If you have any questions, please do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

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