

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Phone Number Authentication

Dear [Recipient Name],

We are reaching out to confirm and authenticate your phone number associated with your account. This step ensures the security of your information and enhances your user experience.

Please verify your phone number by following the instructions below:

1. Dial the number [insert your phone number here].

2. Enter the authentication code: [insert authentication code here].

If you did not initiate this request or believe this is an error, please contact our customer support team at [support phone number or email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]