

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Phone Number Verification

We hope this message finds you well. As part of our commitment to maintaining the security and integrity of our services, we are reaching out to verify the phone number associated with your account.

Please take a moment to confirm your phone number by replying to this letter or by contacting our customer service at [Customer Service Phone Number].

Your current registered phone number is: [Phone Number].

If this number is correct, no further action is needed. However, if you need to update your phone number, please provide the new number in your response.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

[Company Website]