

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Phone Number Verification

Dear [Recipient Name],

We are writing to confirm your request for phone number verification associated with your account. To ensure the security of your information, please verify your phone number by following the instructions below.

1. ****Verification Code****: [Unique Code].

2. ****Instructions****: Please enter this code in the designated verification field at [Website/Application Name].

If you did not request this verification, please disregard this letter.

Your account details remain secure and unchanged.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]