

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

Dear [Recipient Name],

Subject: Phone Number Verification Request

I hope this message finds you well. I am writing to request the verification of my phone number associated with my account ([Account Number/Username]) at [Company Name].

For security reasons, it is important that my contact information is accurate and up-to-date. My current registered phone number is [Your Phone Number]. I would appreciate it if you could confirm this number or inform me of any necessary steps to complete the verification process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]