

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Phone Verification Confirmation

We are writing to confirm that we have successfully verified your phone number associated with your account.

Phone Number: [Recipient's Phone Number]

Verification Date: [Verification Date]

If you did not initiate this verification, please contact our support team immediately.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]