

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to request verification of the phone number provided for [specific purpose or account details, e.g., account setup, customer service, etc.]. Ensuring accurate contact information is essential for seamless communication and support.

Please confirm the following phone number: [Phone Number].

If there are any discrepancies or if further information is needed, please do not hesitate to reach out.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization]