

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Phone Number Verification

Dear [Recipient's Name],

We are writing to confirm the accuracy of the phone number associated with your account. Please verify the following number:

Phone Number: [XXX-XXX-XXXX]

If this number is correct, no further action is needed. If you believe there is an error or wish to update your phone number, please contact us at [Your Contact Information] or visit our website at [Your Website URL].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Your Company Website]