

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

Dear [Recipient's Name],

Subject: QR Code Verification Process

I hope this letter finds you well. I am writing to inform you about the QR code verification process that we will be implementing starting [Effective Date]. This process is designed to enhance security and streamline authentication for our services.

The QR code will serve as a unique identifier for each transaction, providing an easy and efficient method for verification. To complete the verification, please follow the steps outlined below:

1. **\*\*Scan the QR Code\*\***: Use your mobile device's camera or a QR code scanning app to scan the code provided on [specific document/platform].
2. **\*\*Enter Required Information\*\***: After scanning, you will be directed to a verification page where you will need to enter your [specific information, e.g., email, order number].
3. **\*\*Submit for Verification\*\***: Click the 'Submit' button to complete the verification process. You will receive a confirmation once completed.

Should you encounter any issues during this process, please do not hesitate to reach out to our support team at [support email/phone number].

Thank you for your attention to this important update. We appreciate your cooperation and look forward to enhancing your experience with our services.

Sincerely,

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