

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: QR Code Validation Procedure

Dear [Recipient's Name],

We are writing to inform you about the QR Code validation procedure that will be implemented starting [start date]. This procedure is designed to enhance security and ensure a seamless experience for all users.

****Procedure Steps:****

1. ****Scanning the QR Code:****

Use a compatible QR scanner app to scan the code provided.

2. ****Verification:****

After scanning, you will receive a prompt to verify your identity and purpose of access. Please provide the requested information.

3. ****Confirmation:****

Upon successful verification, you will receive a confirmation message and access/entry to the designated areas will be granted.

****Important Notes:****

- Ensure your device has a working camera and internet connection prior to scanning.

- If you encounter any issues, please contact [support contact information].

Thank you for your cooperation as we implement this new procedure.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]