

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: Customer Verification

We hope this message finds you well. In our ongoing effort to enhance security and ensure the integrity of your account, we are conducting a routine verification of our customer records.

To proceed with the verification, we kindly request you to provide the following information:

1. Full Name
2. Date of Birth
3. Address
4. Any other relevant identification details

Please respond to this letter or contact us at [Your Company Phone Number] or [Your Company Email Address] by [Response Deadline] to confirm your identity.

We appreciate your cooperation in this matter, and we assure you that your information will be kept confidential and secure.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]