

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Phone Number Verification

I hope this letter finds you well. I am writing to request the verification of my phone number associated with my account. For your records, please find the details below:

- **Name:** [Your Full Name]
- **Account Number:** [Your Account Number]
- **Phone Number:** [Your Phone Number]

To ensure the security and accuracy of my account information, I would appreciate your assistance in confirming that this phone number is correctly associated with my account.

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Contact Number]