

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Account Verification Request

Dear [Recipient Name],

I am writing to request the verification of my account with [Company Name]. My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Email Address Associated with Account: [Your Email Address]

For verification purposes, I have included a copy of my [ID/Utility Bill/Other Documentation] with this letter.

Please let me know if you require any further information to complete the verification process. I appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]