

[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: Request for Account Verification

Dear [Recipient Name],

I hope this message finds you well. I am writing to request verification of my account with [Company Name]. Below are the details for your reference:

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

Please let me know if you require any additional information to verify my account. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,
[Your Name]