

Notice for Next of Kin Verification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that as part of our records verification process, we require the confirmation of your next of kin. This is to ensure that all information is up-to-date and accurately reflects your current circumstances.

Please provide the following information regarding your next of kin:

- Full Name:
- Relationship to You:
- Contact Number:
- Email Address (if applicable):
- Address:

We kindly ask that you submit this information by [Insert Deadline]. You can reply to this letter or contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Organization Contact Information]