

# Customer Information Verification Request

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are reaching out to verify some details regarding your account with us. This is part of our commitment to maintaining the security and integrity of our customer information.

Please review the following information and confirm its accuracy:

- Full Name: [Insert Full Name]
- Email Address: [Insert Email Address]
- Phone Number: [Insert Phone Number]
- Address: [Insert Address]

If any of the above information is incorrect or if there have been any changes, please contact us at [Insert Contact Information] or reply to this letter by [Insert Response Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]