

# Payment Information Verification Request

Dear [Recipient's Name],

We hope this message finds you well. We are writing to request verification of your payment information associated with your account.

As part of our ongoing efforts to maintain the security and accuracy of our records, please confirm the following details:

- Account Name: [Your Account Name]
- Payment Method: [Credit Card/Bank Account etc.]
- Last Four Digits of Payment Method: [xxxx]
- Billing Address: [Your Billing Address]

Please respond to this email with the requested information at your earliest convenience. If you have any questions or concerns, feel free to contact our support team at [Support Email/Phone Number].

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Contact Information]