

# Beneficiary Account Validation

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Beneficiary Account Validation

Dear [Recipient's Name],

We are writing to inform you that we are in the process of validating the beneficiary account associated with your account number [Insert Account Number].

As part of our regular compliance and verification procedures, we kindly request you to provide the following documents:

- Copy of a valid government-issued ID
- Proof of address (utility bill, bank statement, etc.)
- Any additional information relevant to the beneficiary account

Please submit the required documents to our office by [Insert Deadline Date] to ensure uninterrupted service.

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]