

Identity Verification Procedure

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We hope this message finds you well. As part of our commitment to ensuring the security and integrity of your telecommunications account, we are conducting an identity verification procedure.

Please provide the following documents to complete the verification:

- A valid government-issued photo ID (e.g., passport, driver's license)
- Proof of address (e.g., utility bill, bank statement)
- Any other required documents specific to your account

You may submit these documents via email at [Insert Email] or visit our nearest branch. Please ensure that all documents are clear and legible.

If you have any questions or require assistance, feel free to contact our customer service at [Insert Phone Number].

Thank you for your cooperation in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]