

Identity Proof Requirements for Insurance Policyholders

Date: [Insert Date]

To: [Policyholder's Name]

[Policyholder's Address]

Dear [Policyholder's Name],

We hope this letter finds you well. As part of our commitment to ensuring the security of your insurance policy, we require you to provide certain identity proof documents. This step is essential for verifying your identity and maintaining the integrity of your account.

Required Documents:

- Copy of Government-issued ID (e.g., Passport, Driver's License)
- Proof of Address (e.g., Utility Bill, Bank Statement)
- Social Security Number (if applicable)

Please submit the required documents to our office by [Insert Deadline]. You can send them via email at [Insert Email Address] or by mail to [Insert Mailing Address]. If you have any questions or concerns, feel free to contact us at [Insert Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]