

# Policyholder Personal Identification Documentation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Policyholder's Name],

We are writing to request your assistance in providing personal identification documentation for your policy with us. This is a standard procedure to ensure the safety and security of your account.

## Required Documentation:

- Proof of Identity (e.g., driver's license, passport)
- Proof of Address (e.g., utility bill, lease agreement)

Please send the requested documents by [Insert Deadline Date] to ensure uninterrupted service and to maintain your policy's validity.

Thank you for your attention to this matter. Should you have any questions or require assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

Best regards,

[Your Name]

[Your Title]

[Your Company Name]