

# Account Holder Identity Authentication Notice

Date: [Insert Date]

Dear [Account Holder's Name],

We are writing to inform you that we require additional information to verify your identity as an account holder of [Insert Account Name/Number]. This step is critical to ensure the security of your account and to comply with regulatory requirements.

Please provide the following documents:

- A government-issued photo ID (e.g., passport or driver's license)
- Proof of address (e.g., utility bill or bank statement)
- Any other relevant documents as specified by our records

Kindly send the requested documents to us by [Insert Deadline]. You may send them via email at [Insert Email] or by mail to the address listed below:

[Insert Company/Bank Name]

[Insert Mailing Address]

Thank you for your prompt attention to this matter. If you have any questions, please do not hesitate to contact our customer service at [Insert Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company/Bank Name]