

Account Holder Verification Guidelines

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are reaching out to inform you about the verification process for your account with [Bank/Company Name]. To ensure the security of your account, please follow the guidelines below:

Verification Guidelines

1. Provide a valid government-issued photo ID (e.g., passport, driver's license).
2. Submit proof of address (e.g., utility bill, bank statement) dated within the last three months.
3. Complete the account verification form attached to this letter.
4. Submit your documents through our secure portal or via mail to [Bank/Company Address].

Once we have received your documents, our team will process your verification and notify you within [X] business days.

If you have any questions or require further assistance, please do not hesitate to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Bank/Company Name]

[Contact Information]