

Account Identity Verification Procedure

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Identity Verification Required for Your Account

Dear [Recipient's Name],

We are writing to inform you that as part of our commitment to ensuring your account's security, we need to verify your identity. To proceed with the verification process, please follow the steps outlined below:

1. Provide a copy of a government-issued ID (e.g. passport, driver's license).
2. Submit a recent utility bill or bank statement that includes your name and address.
3. Complete the attached identity verification form and send it back to us.

Once we receive the required documents, we will process your request within [insert timeframe]. If you have any questions or need further assistance, please do not hesitate to contact our customer service department at [Customer Service Phone Number] or email us at [Customer Service Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]