

Identity Proof Requirement Letter

Date: [Insert Date]

To,
[Account Holder's Name]
[Account Holder's Address]
[City, State, ZIP Code]

Subject: Requirement for Identity Proof

Dear [Account Holder's Name],

We hope this message finds you well. As part of our ongoing commitment to ensuring the security and integrity of our services, we are required to update our records related to customer identity verification.

We kindly request that you provide valid proof of identity to continue accessing your account without any interruptions. Acceptable forms of identity proof include:

- Government-issued photo ID (e.g., Passport, Driver's License)
- Social Security Card
- Utility Bill with your name and address

Please submit the necessary documents by [Insert Deadline] to avoid any disruptions in your account service. You can send the documents via email at [Insert Email] or upload them through our secure portal at [Insert Portal Link].

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

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Address]