

Identity Verification Request

Date: [Insert Date]

To: [Account Holder's Name]

[Account Holder's Address]

[City, State, Zip Code]

Dear [Account Holder's Name],

We are reaching out to you regarding your account with us. In order to ensure the security and integrity of your account, we require you to verify your identity.

Please provide us with the following documents:

- A copy of a government-issued photo ID (e.g., passport, driver's license).
- A recent utility bill or bank statement showing your name and address.

You can submit these documents via email to [email address] or by mailing them to the address listed below:

[Company's Mailing Address]

If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [phone number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]