

Account Verification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request verification of my account with [Company's Name]. My account details are as follows:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]

For security purposes, I would like to request the necessary steps to verify my account identity. Please let me know if there are any documents or information required from my side to complete this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]