

# Account Verification Request

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]

Dear [Recipient's Name],

I am writing to formally request the verification of my account with [Company's Name]. My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Email Address: [Your Email Address]

For your reference, I have attached the necessary documents to verify my identity:

- [Document 1]
- [Document 2]

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

Sincerely,  
[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]