

Account Verification Checklist

Dear [Recipient's Name],

We are in the process of verifying your account and require the following documents and information from you:

- Proof of Identity (e.g., Passport, Driver's License)
- Proof of Address (e.g., Utility Bill, Bank Statement)
- Account Number or Username
- Phone Number
- Email Address

Please ensure that all documents provided are clear and legible. Once you have gathered the necessary information, please reply to this email at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company]