

Account Verification Procedure Overview

Dear [Recipient's Name],

Thank you for opening an account with [Company Name]. To ensure the security of your account and to comply with regulatory requirements, we require a verification process to be completed. Below is an overview of the verification steps:

1. **Documentation Submission:** Please submit a copy of your government-issued ID and a proof of address (e.g., utility bill, bank statement).
2. **Identity Verification:** Once we receive your documents, our team will verify your identity. This typically takes 1-3 business days.
3. **Account Activation:** Upon successful verification, we will activate your account and send you a confirmation email.

If you have any questions or need assistance with the verification process, please do not hesitate to contact our support team at [Support Email] or call us at [Support Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Info]