

Official Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of the commencement of the business verification process for [Company Name]. This procedure is essential to ensure compliance with our organizational policies and to maintain the integrity of our business relationships.

Please be prepared to provide the following documents:

- Proof of business registration
- Tax identification number
- Recent financial statements
- Any other relevant documents necessary for verification

The verification process will begin on [Start Date] and is expected to conclude by [End Date]. Your cooperation is crucial for a smooth verification process.

If you have any questions or require further clarification, feel free to contact us at [Your Contact Information]. Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]