

# Notice for Client Account Verification

Date: [Insert Date]

Dear [Client's Name],

We are reaching out to notify you that, as part of our commitment to maintaining the security of our clients' accounts, we are conducting routine account verifications.

We kindly request you to verify your account information to ensure its accuracy. Please provide us with the following details:

- Full Name
- Account Number
- Email Address
- Phone Number
- Proof of Identity (if applicable)

Please send the requested information by [Insert Deadline]. Failure to verify your account may result in limited access to your account.

If you have any questions or require assistance, feel free to contact our support team at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]