

Verification of Account Information

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are writing to confirm and verify your account information with [Company Name]. Please review the following details associated with your account:

- **Account Number:** [Account Number]
- **Account Type:** [Account Type]
- **Registered Email:** [Email Address]
- **Phone Number:** [Phone Number]

If any of this information is incorrect or if you have recently changed any details, please contact us at [Contact Information] to make the necessary adjustments.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]