

[Company Name]
[Department Name]
[Street Address]
[City, State, Zip Code]

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Identity Verification Required for Your Auto Loan Application

Dear [Customer Name],

Thank you for choosing [Company Name] for your automotive financing needs. We have received your auto loan application and are currently in the process of reviewing your request.

To comply with federal regulations (including the USA PATRIOT Act) and to protect you against identity theft, we are required to verify the identity of all customers opening new accounts. At this time, we require additional documentation to complete your application.

Please provide a clear copy of the following documents:

- A valid government-issued photo ID (e.g., Driver's License, Passport, or State ID).
- Proof of Social Security Number (e.g., SSN Card or W-2 form).
- A recent utility bill or bank statement (dated within the last 60 days) to verify your current residential address.

You may submit these documents via the following methods:

- **Secure Upload:** [Link to Website/Portal]
- **Email:** [Email Address]
- **In-Person:** Bring original documents to any of our branch locations.

Please provide these documents by [Date/Deadline] to ensure the timely processing of your loan. Failure to provide this information may result in the withdrawal or denial of your application.

If you have any questions, please contact our Verification Department at [Phone Number] or via email at [Email Address].

Sincerely,

[Name/Signature]
[Title]
[Company Name]