

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

[Date]

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

Subject: Urgent: Identity Verification Required for Your Account

Dear [Recipient Name],

As part of our commitment to security and fraud prevention, we require further verification to protect your account and personal information. To complete the processing of your recent request, we must verify your identity.

Please provide clear, legible copies of the following documents:

- A valid government-issued photo ID (e.g., Driver's License or Passport).
- A recent utility bill or bank statement showing your full name and current address (dated within the last 90 days).
- [Optional: Additional document type if required].

You may submit these documents via our secure online portal at [URL Link] or by replying to this email with the encrypted attachments. Please ensure all four corners of the documents are visible and the text is easy to read.

For your security, please do not send sensitive information through standard, unencrypted channels. If we do not receive these documents by [Date], we may be required to temporarily restrict access to your account to prevent unauthorized activity.

If you did not initiate this request or have any questions, please contact our Fraud Prevention Team immediately at [Phone Number] or [Email Address].

Thank you for your cooperation in keeping your account secure.

Sincerely,

[Your Name/Signature]
[Your Job Title]
[Your Company Name]