

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Action Required: Periodic Verification of Your Account Information

Dear [Customer Name],

As part of our commitment to maintaining the security of your account and complying with regulatory requirements, [Company Name] conducts periodic reviews of customer information.

To ensure your account remains active and secure, we require you to verify your identity by providing updated documentation. Please provide a clear copy of one of the following items:

- A valid government-issued photo ID (Passport, Driver's License, or National ID card)
- A recent utility bill or bank statement (issued within the last 3 months) showing your current address

Please submit these documents through one of the following methods by [Deadline Date]:

- **Secure Online Portal:** Log in to your account at [URL] and navigate to the "Identity Verification" section.
- **Email:** Send scanned copies to [Email Address] with your account number in the subject line.

Failure to provide this information by the specified date may result in temporary restrictions being placed on your account. Once your documents are reviewed and verified, no further action will be required.

If you have any questions or believe you have received this letter in error, please contact our support team at [Phone Number] or [Support Email].

Thank you for your cooperation and for helping us keep your account safe.

Sincerely,

[Your Name/Department]

[Company Name]