

Date: [Insert Date]

Subject: Important: Verification Required for Your Account [Account Number/ID]

Dear [Customer Name],

As part of our ongoing commitment to security and fraud prevention, we are conducting a routine verification of your account details. To ensure the continued safety of your information and to prevent unauthorized access, we require additional confirmation of your identity.

Please provide the following information or documents by [Deadline Date]:

- A clear copy of a valid government-issued photo ID (e.g., Driver's License or Passport).
- A recent utility bill or bank statement showing your current residential address.
- [Insert any other specific document required].

How to submit:

You may securely upload these documents through our official portal at [Insert URL] or visit our local branch at [Insert Address].

Please note that for your protection, access to certain features of your account may be temporarily restricted until this verification process is complete. If we do not receive the requested documentation by the date mentioned above, further action may be taken regarding your account status.

If you did not initiate any recent changes or have questions regarding this request, please contact our Fraud Prevention Department immediately at [Insert Phone Number].

Thank you for your cooperation in keeping your account secure.

Sincerely,

[Your Name/Department Name]

[Company Name]

[Contact Information]