

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Mandatory Identity Verification Request

Dear [Recipient Name],

To ensure the security of your account and to comply with regulatory requirements, we require you to complete a mandatory identity verification process.

Please provide clear copies of the following documents:

- A valid government-issued photo ID (Passport, Driver's License, or National ID).
- A recent utility bill or bank statement (issued within the last 3 months) as proof of address.
- [Additional Document if required]

You can submit these documents by [Method: e.g., uploading to our secure portal / replying to this email / visiting our office].

Please complete this verification by [Deadline Date]. Failure to provide the requested documentation may result in temporary restrictions on your account.

If you have any questions, please contact our support team at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Department]

[Company Name]