

Subject: Action Required: Payment Verification for Order #[Order Number]

Dear [Customer Name],

Thank you for your recent order with [Store Name].

To ensure the security of your transaction and protect your account, our billing department requires additional verification to process order #[Order Number]. This is a standard security measure for high-value or first-time transactions.

Please provide the following information to proceed:

- A photo of a valid government-issued ID (Name must match the billing address).
- A photo of the credit card used for the purchase (Showing only the last 4 digits and the cardholder's name).

You may reply to this email with the requested documents or upload them through our secure portal at [Link].

Please note that if we do not receive this verification within [Number] hours, your order will be automatically cancelled and a full refund will be issued to your original payment method.

We apologize for any inconvenience this may cause and appreciate your cooperation in keeping our shopping environment secure.

Best regards,

[Your Name/Department]

[Store Name]

[Contact Information]