

Subject: Instructions for Secure Submission of Financial Documents

Dear [Recipient Name],

To ensure the safety and confidentiality of your sensitive information, please follow the instructions below to submit your financial documents for [Purpose of Submission].

Required Documents:

- [Document 1]
- [Document 2]
- [Document 3]

Submission Steps:

1. Access our secure portal at: [Link to Secure Portal]
2. Log in using your credentials or create a new account.
3. Ensure all files are in [PDF/JPEG/PNG] format.
4. Upload the documents to the folder labeled "[Folder Name]".
5. Click "Submit" and wait for the confirmation message.

Important Security Notice:

Please do not send financial documents, social security numbers, or bank details via standard email, as it is not a secure method of transmission.

If you encounter any technical difficulties or have questions regarding these instructions, please contact us at [Phone Number] or [Support Email].

Best regards,

[Your Name]

[Your Title]

[Your Company Name]