

[Your Company Name]
[Department Name]
[Address]
[City, State, Zip Code]
[Email Address]

Date: [Date]

To: [Creditor Name/Account Holder Name]
Address: [Recipient Address]
City, State, Zip Code: [Recipient City, State, Zip Code]

Subject: Notification of Account Deletion Due to Unverified Information

Dear [Contact Name],

This letter is to formally notify you that the account associated with [Account Number/Reference Number] has been deleted from our active records, effective [Date].

This action was taken following our request for verification of the information provided regarding your status as a creditor. As of the date of this letter, we have not received the necessary documentation or verification required to validate the authenticity of the claim or the account details.

As a result of this lack of verification, and in accordance with our security and compliance policies, the account has been closed and all associated data has been removed from our database.

If you believe this deletion was made in error, or if you are now able to provide the required verification documents, please contact us immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Company Name]