

[Date]

[Customer Full Name]

[Customer Address]

[City, State, Zip Code]

Subject: Annual Know Your Customer (KYC) Information Review

Dear [Customer Name],

As part of our commitment to maintaining the security of your account and complying with regulatory requirements, [Company Name] conducts an annual review of customer information. This process, known as "Know Your Customer" (KYC), ensures that the details we have on file for you remain accurate and up to date.

We kindly request that you review the following information currently associated with your account:

- Full Legal Name
- Current Residential/Business Address
- Contact Information (Phone and Email)
- Employment Status and Occupation
- Source of Funds/Income
- Identification Documents (e.g., Passport or Driver's License)

Action Required:

Please log in to your secure online portal at [Website URL] to confirm your details. If there have been any changes to your information, please upload the necessary supporting documents by [Deadline Date].

If your information remains unchanged, please select the "Confirm No Changes" option within the portal to complete your review.

To ensure uninterrupted access to our services, please complete this update by the deadline mentioned above. Failure to provide updated information may result in temporary restrictions on your account.

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

Thank you for your cooperation and for choosing [Company Name].

Sincerely,

[Sender Name/Department]
[Company Name]