

FINAL NOTICE: ACTION REQUIRED

Date: [Insert Date]

Account Number: [Insert Account Number]

Dear [Customer Name],

This is a final notice regarding your outstanding Know Your Customer (KYC) documentation. We have made previous attempts to contact you on [Insert Previous Dates] to update your account information as required by financial regulations.

To comply with legal anti-money laundering and regulatory standards, we must verify the following information:

- [List Required Document 1, e.g., Valid Passport or ID]
- [List Required Document 2, e.g., Recent Utility Bill]
- [List Required Document 3, e.g., Proof of Income]

Deadline for Submission: [Insert Deadline Date]

Please upload these documents through our secure portal at [Insert URL] or visit your local branch. Failure to provide this information by the deadline will result in the following actions:

- Temporary suspension of your account access.
- Restriction of outgoing transfers and withdrawals.
- Potential closure of your account.

If you have already submitted these documents within the last 24 hours, please disregard this notice.

For assistance, please contact our compliance department at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Department]
[Organization Name]