

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**Subject: Mandatory Update of Your Know Your Customer (KYC) Information**

Dear [Customer Name],

As part of our commitment to maintaining the security of your account and complying with banking regulations, we are required to periodically update the "Know Your Customer" (KYC) records for all our clients.

To ensure uninterrupted service, we kindly request that you provide or confirm the following information/documents:

- Proof of Identity (e.g., Valid Passport or Driver's License)
- Proof of Address (e.g., Recent Utility Bill or Bank Statement)
- Updated Contact Details (Phone number and Email address)
- Current Occupation and Source of Funds

Please submit these documents by [Deadline Date] through one of the following methods:

- **Online:** Log in to your secure portal at [Website URL].
- **In Person:** Visit any branch location with your original documents.
- **Mail:** Send certified copies to [Mailing Address].

Failure to update your information by the specified deadline may result in temporary restrictions on your account transactions. If you have recently updated your details, please disregard this notice.

Thank you for your prompt attention to this matter and for choosing [Company Name].

Sincerely,

[Sender Name/Department]

[Company Name]

[Contact Number]