

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Urgent: Missing Documentation for Account [Account Number]

Dear [Customer Name],

We are currently reviewing our records to ensure all customer accounts comply with current "Know Your Customer" (KYC) regulations and anti-money laundering requirements. During this review, we noted that some required documentation is missing or outdated for your account.

To maintain your account in good standing and prevent any service interruptions, please provide the following document(s):

- [Document Item 1, e.g., Valid Passport or ID Card]
- [Document Item 2, e.g., Recent Utility Bill for Proof of Address]
- [Document Item 3, e.g., Business Registration Certificate]

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

- **Online Portal:** [Link to Secure Upload]
- **Email:** [Compliance Email Address]
- **In Person:** Visit any of our branch locations.

If you have already provided this information, please disregard this notice. Failure to provide the requested documentation may result in temporary restrictions on your account.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Company Name]