

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Important Update Regarding Your Account Information

Dear [Client Name],

At [Financial Institution Name], we are committed to providing you with secure and personalized private wealth management services. To comply with international banking regulations and to ensure the continued security of your assets, we are required to perform periodic "Know Your Customer" (KYC) reviews.

Our records indicate that it is time to refresh the documentation associated with your account [Account Number]. To maintain your account in good standing, please provide the following updated information:

- A certified copy of your valid passport or government-issued ID.
- A recent utility bill or bank statement (dated within the last 3 months) as proof of address.
- An updated Source of Wealth declaration or supporting financial documentation.
- Completion of the attached Client Profile Form.

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

- Secure Client Portal: [Link]
- Encrypted Email: [Email Address]
- Courier to your Relationship Manager at: [Office Address]

Please note that failure to update your information by the requested date may result in temporary restrictions on your account transactions.

If you have any questions or require assistance, please contact your Relationship Manager, [Manager Name], directly at [Phone Number].

Thank you for your cooperation and for your continued trust in our services.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title/Department]

[Financial Institution Name]