

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Important Update: Periodic Review of Your Account Information

Dear [Customer Name],

To comply with current financial regulations and to ensure the security of your accounts, [Financial Institution Name] is required to periodically review and update the "Know Your Customer" (KYC) information we have on file for our clients.

As part of this regulatory requirement, we kindly request that you review and confirm your current information. This process helps us protect your account from unauthorized access and ensures we meet our legal compliance obligations.

Action Required:

Please provide or update the following documents/information by [Deadline Date]:

- Valid Government-Issued Photo ID (e.g., Passport or Driver's License)
- Proof of Residential Address (e.g., Utility bill or Bank statement dated within the last 3 months)
- Current Occupation and Source of Wealth/Funds information
- [List any other specific document needed]

How to Submit:

- **Online:** Log in to your secure portal at [URL] and upload the documents.
- **In-Person:** Visit any of our branches with the original documents.
- **Mail:** Send certified copies to [Mailing Address].

Please note that failure to provide this updated information by the deadline may result in temporary restrictions on your account activities as required by law.

If you have any questions regarding this request, please contact our Compliance Team at [Phone Number] or email us at [Email Address].

Thank you for your cooperation and for choosing [Financial Institution Name].

Sincerely,

[Name/Department Name]
[Financial Institution Name]