

[Current Date]

[Customer Full Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important: Action Required to Update Your Account Information

Dear [Customer Name],

To comply with banking regulations and to ensure the security of your accounts, [Bank Name] is required to periodically review and update "Know Your Customer" (KYC) information for all our clients.

Our records indicate that it is time to refresh your information. Please provide the following documents/details:

- Valid Government-issued Photo ID (Passport, Driver's License, or National ID)
- Recent Proof of Address (Utility bill or bank statement issued within the last 3 months)
- Current Employment Details and Source of Income
- Updated Contact Information (Phone number and email address)

You can complete this update through any of the following methods:

- **Online Banking:** Log in to your portal and navigate to the "Profile Settings" or "KYC Update" section.
- **Mobile App:** Securely upload your documents via the [Bank Name] app.
- **In-Branch:** Visit any [Bank Name] branch with your original documents.

Please complete this update by [Deadline Date]. Failure to provide this information may result in temporary restrictions on your account access or transactions.

If you have already submitted these details or have any questions, please contact our customer service team at [Phone Number] or visit [Website URL].

Thank you for your cooperation and for choosing [Bank Name].

Sincerely,

[Bank Name]

[Department Name]

[Contact Information]