

[Date]

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

Subject: URGENT: Action Required - Know Your Customer (KYC) Profile Update

Dear [Customer Name],

We are writing to inform you that we require an urgent update to your Know Your Customer (KYC) profile for your account(s) ending in [Account Number].

In compliance with financial regulations, we are required to maintain accurate and up-to-date information for all our clients. Our records indicate that some of your documentation has expired or is incomplete.

Required Action:

Please provide the following documents by [Deadline Date]:

- Valid Government-issued Photo ID (Passport, Driver's License, or National ID)
- Current Proof of Address (Utility bill or bank statement issued within the last 3 months)
- [Additional Document, if applicable]

How to submit:

You may submit these documents through our secure online portal, by visiting your local branch, or by replying to this email with encrypted attachments.

Important Notice:

Failure to update your profile by the deadline mentioned above may result in temporary restrictions on your account, including limitations on withdrawals and transfers.

If you have already submitted these documents recently, please disregard this notice. For any questions, please contact our compliance department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department Name]
[Company Name]