

[Date]

[Customer Full Name]

[Customer Address]

[City, State, Zip Code]

Subject: Required KYC Update for Account Conversion - [Account Number]

Dear [Customer Name],

Thank you for choosing to upgrade your account to a [New Account Type]. To complete the conversion process and ensure compliance with regulatory requirements, we need to update your Know Your Customer (KYC) profile.

Please provide the following documents to any of our branches or upload them through our secure online portal:

- Valid Government-issued Photo ID (Passport, Driver's License, etc.)
- Proof of Current Address (Utility bill or bank statement issued within the last 3 months)
- Proof of Income or Source of Funds (Latest payslip or tax return)
- [Additional Document Name, if applicable]

Please submit these documents by [Deadline Date] to avoid any delays in the conversion of your account. Once verified, your account benefits will be updated automatically.

If you have already submitted these documents or have questions regarding this request, please contact our customer service team at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]

[Bank/Organization Name]