

[Company Header/Logo]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important Update Regarding Our Customer Due Diligence (CDD) Policies

Dear [Customer Name],

As part of our commitment to maintaining the highest standards of financial security and regulatory compliance, [Company Name] is writing to inform you of recent updates to our Customer Due Diligence (CDD) policies.

These updates have been implemented to ensure we remain compliant with evolving international anti-money laundering (AML) and "Know Your Customer" (KYC) regulations. These procedures are essential for protecting both our customers and our organization from financial crime.

What has changed?

While our core relationship with you remains the same, you may notice the following:

- More frequent requests to verify that your account information is up to date.
- Requests for additional documentation regarding the nature of certain transactions.
- Enhanced verification requirements for beneficial owners of corporate accounts.

What do you need to do?

At this time, no immediate action is required unless you are contacted directly by our compliance team. However, if there have been significant changes to your business structure, legal name, or primary contact information, please notify us at your earliest convenience.

Please be assured that all information provided is handled with the strictest confidentiality in accordance with our Privacy Policy.

If you have any questions regarding these updates, please contact our support team at [Phone Number] or [Email Address].

Thank you for your continued trust and cooperation.

Sincerely,

[Sender Name]

[Title/Department]

[Company Name]