

[Company Header/Logo Placeholder]

Date: [Insert Date]

To: All Valued Clients and Partners

Subject: Advisory Notice: Enhancements to our Know Your Customer (KYC) Policies

Dear [Client Name/Sir or Madam],

As part of our ongoing commitment to security, financial integrity, and compliance with evolving regulatory standards, [Company Name] is writing to inform you of recent enhancements to our Know Your Customer (KYC) policies and procedures.

These updates are designed to better protect your account from fraudulent activity and to ensure our operations remain in full alignment with the latest Anti-Money Laundering (AML) and Counter-Terrorism Financing (CTF) regulations.

What has changed?

- **Verification Standards:** We have updated the list of acceptable identity and residency documents.
- **Periodic Reviews:** Account information will now be reviewed on a more frequent basis to ensure data accuracy.
- **Enhanced Due Diligence:** Certain transaction types or business relationships may require additional supporting documentation.

What is required from you?

At this time, no immediate action is required for most clients. However, should your account require updated documentation, a member of our compliance team will contact you directly with specific instructions. We kindly ask for your timely cooperation in providing any requested information to avoid service interruptions.

Data Privacy

All information provided under these enhanced procedures will be handled in strict accordance with our Privacy Policy and applicable data protection laws.

Should you have any questions regarding these policy enhancements, please contact our Compliance Department at [Phone Number] or via email at [Email Address].

Thank you for your continued trust and partnership.

Sincerely,

[Signature]

[Name of Sender]

[Title/Position]

[Company Name]