

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Periodic Update of Your Account Information (KYC Refresh)

Dear [Customer Name],

At [Financial Institution Name], we are committed to maintaining the security of your accounts and complying with regulatory requirements. As part of this commitment, we perform periodic reviews of our customers' information, commonly known as "Know Your Customer" (KYC) updates.

To ensure your account remains active and secure, we kindly request that you review and provide the following updated documentation:

- A valid copy of your government-issued photo ID (e.g., Passport or Driver's License).
- A recent proof of address (e.g., utility bill or bank statement dated within the last 3 months).
- Updated professional or business activity details, if applicable.
- [Additional Document Placeholder]

Please submit these documents by [Deadline Date] through one of the following methods:

- Upload via our secure online portal: [Link]
- Visit any of our local branches.
- Send certified copies via mail to: [Mailing Address]

Please note that failure to provide this information by the specified date may result in temporary restrictions on your account functionality.

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

Thank you for your cooperation and for choosing [Financial Institution Name].

Sincerely,

[Sender Name/Department]

[Financial Institution Name]