

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**Subject: FINAL NOTICE - Missing Due Diligence Documentation**

Dear [Customer Name],

We are writing to you regarding our previous requests for updated due diligence documentation for your account [Account Number]. To date, we have not received the required information.

As a regulated entity, we are required by law to maintain current and accurate records for all our clients. This final notice is to inform you that the following documents remain outstanding:

- [List Document 1]
- [List Document 2]
- [List Document 3]

Please submit these documents via [Submission Method - e.g., Online Portal/Email/Post] no later than [Deadline Date].

**Failure to comply with this final request will result in the following actions:**

- Temporary suspension of your account access.
- Restriction of outgoing transactions.
- Potential closure of your account relationship.

If you have already sent these documents, please disregard this letter. If you have any questions, please contact our compliance department immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Sender Name]

[Title/Department]

[Company Name]