

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important: Information Required for Your Account - [Reference Number]

Dear [Customer Name],

Thank you for choosing [Company Name]. We are currently performing a routine Customer Due Diligence (CDD) review to comply with regulatory requirements.

To finalize the setup of your account and ensure uninterrupted service, we require the following missing documentation:

- [Insert Missing Document 1, e.g., Valid Passport or ID]
- [Insert Missing Document 2, e.g., Recent Utility Bill for Proof of Address]
- [Insert Missing Document 3, e.g., Business Registration Certificate]

Please provide clear copies of these documents by [Deadline Date]. You can submit them via the following methods:

- Email: [Email Address]
- Secure Portal: [Link]
- Mail: [Mailing Address]

Please note that failure to provide this information may result in delays in activating your account or a temporary restriction on your services.

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

Thank you for your prompt cooperation.

Sincerely,

[Sender Name]

[Job Title]

[Company Name]