

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Urgent Request for Information Regarding Your Account [Account Number]

Dear [Customer Name],

As part of our routine regulatory compliance and security procedures, [Company Name] performs ongoing monitoring of all transactions and accounts. We are writing to request additional information to clarify certain details related to your account profile.

To help us complete our review, please provide the following information and documentation by [Due Date]:

- A clear copy of your valid government-issued photo identification (e.g., Passport or Driver's License).
- Confirmation of your full legal name, date of birth, and place of birth.
- Your current residential address and contact information.
- Details regarding the nature of your business or the purpose of the recent transaction dated [Transaction Date].
- [Insert any other specific information required].

Please submit these documents via our secure portal at [Link] or by replying directly to this email. This request is a standard part of our commitment to maintaining a secure financial environment and complying with international regulatory standards.

Please be advised that failure to provide this information may result in temporary restrictions on your account or delays in processing your transactions.

If you have any questions regarding this request, please contact our Compliance Department at [Phone Number] or [Email Address].

Thank you for your prompt cooperation.

Sincerely,

[Name/Department]

[Company Name]