

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Notice of Account Closure - Non-Compliance with KYC Requirements

Dear [Customer Name],

We are writing to formally notify you that [Financial Institution Name] has decided to close your account(s) ending in [Last 4 Digits of Account Number(s)], effective [Date].

This decision follows our previous requests dated [Dates of Previous Notices] for updated documentation required under our Know Your Customer (KYC) policy and applicable anti-money laundering regulations. As we have not received the necessary information to verify your identity/account activity, we are unable to continue our banking relationship with you.

Important Information Regarding Your Account:

- **Account Access:** Your ability to initiate transfers, withdrawals, or deposits will be restricted as of [Date].
- **Outstanding Transactions:** Please ensure all pending checks or automated payments are cleared before the closure date. We are not responsible for fees resulting from dishonored payments after the account is closed.
- **Remaining Balance:** Any remaining funds in your account, minus applicable fees, will be sent via check to your address on file within [Number] business days following the closure.

If you have questions regarding this notice or wish to provide the required documentation to appeal this decision, please contact our Compliance Department at [Phone Number] or visit a local branch immediately.

Sincerely,

[Name/Department]
[Financial Institution Name]