Date: [Insert Date]

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

Subject: Periodic Review - Enhanced Customer Due Diligence Information Request

Dear [Customer Name],

As part of our commitment to regulatory compliance and the prevention of financial crime, [Bank Name] is required to conduct periodic reviews of customer profiles. This process includes identifying individuals who may hold, or have held, prominent public positions, often referred to as Politically Exposed Persons (PEPs).

To ensure our records remain accurate and up to date, we kindly request that you complete the enclosed declaration form. This information is required under [Insert Relevant Law/Regulation Name, e.g., The Anti-Money Laundering Regulations].

Please provide details regarding the following:

- Current or previous public positions held by you or an immediate family member/close associate.
- The nature of the public office (e.g., government official, senior executive of a state-owned enterprise, member of the judiciary).
- Source of wealth and source of funds for the accounts held with our institution.

We request that you return the completed form and any requested documentation by [Insert Deadline Date]. You may submit these documents via [Insert Method: Online Portal / Secure Email / Branch Visit].

Please be assured that all information provided will be treated with the strictest confidentiality and used solely for compliance purposes.

Failure to provide this information may result in restrictions being placed on your account. If you have any questions, please contact our compliance team at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation and for choosing [Bank Name].

Sincerely,

[Name of Sender/Department]
[Title]
[Bank Name]