

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: FOLLOW-UP: Missing Beneficial Ownership Documentation for [Account Number/Entity Name]

Dear [Contact Person Name],

We are writing to follow up on our previous request dated [Date of First Request] regarding the required Beneficial Ownership documentation for your account.

To comply with federal banking regulations and "Know Your Customer" (KYC) requirements, we must maintain accurate records of the individuals who own or control the legal entity listed above. As of today, we have not received the following items:

- [Specific Document Name, e.g., Beneficial Ownership Certification Form]
- [Specific Document Name, e.g., Copy of Government Issued ID for John Doe]
- [Specific Document Name, e.g., Proof of Address]

Please provide the requested documentation by [Deadline Date] to ensure there are no interruptions to your banking services. You may submit these documents via:

- **Email:** [Email Address]
- **Secure Portal:** [URL]
- **Mail:** [Mailing Address]

If you have already submitted this information, please disregard this notice. If you have any questions or need assistance completing the forms, please contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]

[Financial Institution Name]