

Date: [Insert Date]

To: [Customer Name]

Account Number: [Insert Account Number]

Address: [Insert Customer Address]

Subject: WARNING: Breach of Know Your Customer (KYC) Protocols

Dear [Customer Name],

This letter serves as a formal warning regarding a breach of our "Know Your Customer" (KYC) protocols and compliance requirements associated with your account.

During a recent review, the following discrepancy or violation was identified:

- [Describe specific breach, e.g., Failure to provide updated identification documents]
- [Describe specific breach, e.g., Incomplete information regarding source of funds]
- [Describe specific breach, e.g., Failure to respond to enhanced due diligence inquiries]

Compliance with KYC regulations is a mandatory legal requirement for all financial institutions to prevent money laundering, fraud, and other financial crimes. Failure to provide accurate and up-to-date information constitutes a breach of our Terms and Conditions.

Required Action:

To maintain your account in good standing, you are required to provide the following documentation by [Insert Deadline Date]:

- [List document 1]
- [List document 2]

Consequences of Non-Compliance:

Please be advised that failure to rectify this breach by the date specified above may result in further action, including:

- Temporary suspension of account access and transactions.
- Restriction of specific banking services.
- Closure of your account and termination of our business relationship.

Please submit the requested information via [Insert Submission Method, e.g., Secure Portal/In-Person]. If you have already provided this information or believe this notice was sent in error, please contact our Compliance Department immediately at [Insert Phone Number/Email].

Sincerely,

[Your Name/Department Name]
[Organization Name]
[Contact Information]