

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**RE: IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT**

Dear [Customer Name],

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account.

**What this means for you:**

When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

In accordance with the USA PATRIOT Act, [Credit Card Issuer Name] is currently requesting the following information to complete the verification process for your credit card application/account:

- [Required Document 1, e.g., Copy of Social Security Card]
- [Required Document 2, e.g., Valid Government Issued Photo ID]
- [Required Document 3, e.g., Utility Bill for Proof of Address]

Please provide the requested information by [Deadline Date] to ensure there is no interruption in your service or delay in your application processing. You may submit these documents via [Method: Secure Portal/Fax/Mail].

We appreciate your cooperation in helping us comply with these federal regulations.

Sincerely,

[Issuer Name]

[Compliance Department]

[Contact Phone Number]