

[Date]

[Customer Name]

[Customer Address]

[City, Country, Postal Code]

**Subject: Disclosure of Identification Requirements for Foreign Nationals**

Dear [Customer Name],

To comply with applicable laws and regulations regarding the identification of foreign nationals, [Financial Institution/Company Name] is required to collect and verify specific information before establishing or maintaining a business relationship.

Please be advised that we require the following documentation and information:

- A valid, unexpired foreign passport or other government-issued identification containing a photograph and signature.
- Proof of current residential address (e.g., utility bill or bank statement).
- Tax Identification Number (TIN) from your country of residence or a U.S. Social Security Number/ITIN, if applicable.
- Details regarding the source of funds and the purpose of the account/transaction.

This information is collected to satisfy "Know Your Customer" (KYC) and Anti-Money Laundering (AML) requirements. All data provided will be handled in accordance with our privacy policy and applicable data protection laws.

Please provide the requested documents by [Deadline Date]. Failure to provide this information may result in a delay or denial of services.

If you have any questions regarding this disclosure, please contact [Department/Contact Person] at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]

[Company Name]