

Date: [Insert Date]

To: [Customer Name]

Account Number: [Insert Account Number]

Reference Number: [Insert Transaction Reference Number]

Subject: Notification of Blocked International Transaction - Incomplete KYC Documentation

Dear [Customer Name],

We are writing to inform you that a recent international transaction initiated on your account has been temporarily blocked. The details of the transaction are as follows:

- **Transaction Amount:** [Insert Amount and Currency]
- **Date of Transaction:** [Insert Date]
- **Beneficiary Name:** [Insert Beneficiary Name]

This action has been taken because your account's Know Your Customer (KYC) documentation is currently incomplete or requires updating in accordance with international banking regulations and our security policies.

To process this transaction and prevent future disruptions, please provide the following missing documents:

- [List Document 1, e.g., Valid Passport Copy]
- [List Document 2, e.g., Proof of Address dated within 3 months]
- [List Document 3, e.g., Source of Funds Declaration]

You may submit these documents by visiting your nearest branch or by uploading them securely through our online banking portal at [Insert Website Link].

Once the documentation is verified, the block will be lifted, and your transaction will be processed. Please note that if the required documents are not received within [Number] business days, the transaction will be cancelled and the funds will be returned to the source.

If you have already submitted these documents or believe this is an error, please contact our customer service team at [Insert Phone Number] or email us at [Insert Email Address].

Thank you for your cooperation in keeping your account secure.

Sincerely,

[Your Name/Department]

[Bank/Organization Name]