

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important: Information Required for Customer Due Diligence

Dear [Customer Name],

As part of our commitment to safety and compliance with current financial regulations, [Company Name] is required to conduct periodic reviews of our customer records. This process, known as Customer Due Diligence (CDD), helps us ensure the security of your account and prevents unauthorized activity.

To comply with these requirements, we kindly request that you provide the following information and documents:

- Proof of Identity (e.g., a copy of a valid Passport or Driver's License)
- Proof of Address (e.g., a recent utility bill or bank statement issued within the last 3 months)
- [Additional Requirement, e.g., Source of Funds Declaration]
- [Additional Requirement, e.g., Business Registration Documents]

Please submit these documents by [Deadline Date] via [Submission Method, e.g., our secure online portal, email, or post].

Please note that failure to provide this information may result in temporary restrictions on your account or services. We assure you that all information provided will be handled with the highest level of confidentiality and in accordance with our privacy policy.

If you have any questions or require assistance regarding this request, please contact our support team at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Sender Name]

[Title/Department]

[Company Name]