

[Company Header/Logo]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Advisory Regarding Updates to Our Enhanced Due Diligence (EDD) Policies

Dear [Customer Name],

As part of our commitment to maintaining the highest standards of financial security and regulatory compliance, [Company Name] periodically reviews and updates its internal policies. We are writing to inform you of recent updates to our Enhanced Due Diligence (EDD) procedures.

What is changing?

In accordance with updated [Local/International] regulatory requirements, we have refined the criteria and documentation standards for accounts that require higher levels of monitoring. This includes more frequent reviews of account activity and the requirement for updated information regarding the nature of business relationships and sources of funds.

What is required from you?

At this time, no immediate action is required on your part. However, as part of these new protocols, our compliance team may reach out to you in the future to request updated documentation, such as:

- Updated proof of identification or residency.
- Evidence of source of wealth or source of funds.
- Detailed descriptions of specific high-value transactions.
- Current business registration or beneficial ownership documents.

Why is this necessary?

These measures are designed to protect our customers and the integrity of the financial system from fraud, money laundering, and other financial crimes. Ensuring our records are accurate and complete is a vital part of this protection.

Privacy and Security

All information provided to [Company Name] is handled with the strictest confidentiality and in compliance with our Privacy Policy. Documents will be stored securely and used solely for regulatory compliance purposes.

If you have any questions regarding these policy updates, please contact our Compliance Department at [Phone Number] or via email at [Email Address].

We value your business and appreciate your cooperation in helping us maintain a secure banking environment.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title]

[Company Name]