

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Periodic Update of Your Customer Profile

Dear [Customer Name],

As part of our commitment to maintaining secure and up-to-date records, [Company Name] is conducting a periodic review of our customers' Know Your Customer (KYC) information. This process ensures that we comply with current regulatory requirements and helps us protect your account from unauthorized activity.

To keep your account active and compliant, we kindly request that you review and update your information by [Deadline Date].

Required Information/Documents:

- Valid Government-issued Photo ID (Passport, Driver's License, etc.)
- Current Proof of Address (Utility bill or bank statement issued within the last 3 months)
- Updated Employment or Business Details
- [Additional Requirement, if any]

How to submit your update:

- **Online:** Log in to your account at [Website URL] and navigate to the "Profile Settings" section.
- **Email:** Send scanned copies to [Email Address].
- **In Person:** Visit any of our branches with your original documents.

Please note that failure to update your profile by the specified deadline may result in temporary restrictions on your account services.

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

Thank you for your cooperation and for choosing [Company Name].

Sincerely,

[Signature/Name]
[Title/Department]
[Company Name]