

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Request for Customer Due Diligence (CDD) Documentation

Dear [Customer Name],

As part of our commitment to regulatory compliance and to ensure the security of your account, [Company Name] is required to perform periodic updates to our Customer Due Diligence (CDD) records in accordance with Anti-Money Laundering (AML) and Know Your Customer (KYC) regulations.

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

- **Proof of Identity:** A clear copy of a valid government-issued photo ID (e.g., Passport or Driver's License).
- **Proof of Address:** A recent utility bill or bank statement (not older than 3 months) showing your full name and residential address.
- **Business Documentation (If Applicable):** Updated Certificate of Incorporation, Register of Directors, or Proof of Beneficial Ownership.
- **Source of Funds/Wealth:** [Specify if required, e.g., latest payslip or financial statement].

Please submit these documents by [Deadline Date] via our secure portal at [Link] or by replying to this email. All information provided will be treated with the highest level of confidentiality and used solely for compliance purposes.

Failure to provide this information may result in temporary restrictions on your account. If you have any questions regarding this request, please contact our compliance team at [Phone Number] or [Email Address].

Thank you for your prompt cooperation.

Sincerely,

[Your Name/Department]

[Company Name]