

[Company Name]
[Compliance Department]
[Street Address]
[City, State, Zip Code]
[Date]

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

Subject: Requirement to Update Your KYC Information - Account [Account Number]

Dear [Customer Name],

We are writing to inform you that we require updated Know Your Customer (KYC) documentation to ensure your account remains compliant with current financial regulations. To maintain full access to your account and prevent any service interruptions, a profile reactivation update is required.

Please provide the following documents by [Deadline Date]:

- A valid government-issued photo ID (Passport, Driver's License, or National ID).
- A recent proof of address (Utility bill or bank statement issued within the last 3 months).
- [Additional Document Requirement, if any].

How to submit:

- Upload via our secure online portal at: [Website URL]
- Visit a local branch in person.
- Email encrypted copies to: [Compliance Email Address]

Failure to provide this information by the specified date may result in a temporary restriction of your account features, including withdrawals and transfers. Once the documents are verified, your account status will be fully reactivated.

If you have already submitted these documents or have questions, please contact our support team at [Phone Number] or [Support Email].

Thank you for your cooperation.

Sincerely,

[Sender Name/Signature]
[Job Title]
[Company Name]