

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

Subject: Important Update Regarding Our Anti-Money Laundering (AML) Verification Procedures

Dear [Customer Name],

At [Company Name], we are committed to maintaining the highest standards of security and regulatory compliance. To ensure a safe financial environment and to comply with updated legal requirements, we are revising our Anti-Money Laundering (AML) and Know Your Customer (KYC) verification procedures.

What is changing?

Effective [Date], we will require updated documentation from our clients to verify identities and the source of funds. This may include:

- Valid government-issued photo identification.
- Current proof of residential or business address.
- Supplemental information regarding the nature of business transactions.

What do you need to do?

Please log in to your account at [Website URL] or visit our local branch to review your profile. If your information is outdated, please upload the necessary documents by [Deadline Date] to avoid any temporary interruptions to your service.

Why is this necessary?

These measures are designed to prevent financial crime, identity theft, and money laundering. These updates are a mandatory part of our compliance with [Relevant Law/Regulatory Body].

Your data privacy is our priority. All submitted documents will be encrypted and handled in strict accordance with our Privacy Policy.

If you have any questions regarding these updates, please contact our compliance team at [Phone Number] or [Email Address].

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

Sincerely,

[Sender Name/Signature]

[Job Title]

[Company Name]