

To: All Staff Members

From: Compliance Department

Date: [Insert Date]

Subject: Notice of Revisions to Know Your Customer (KYC) Policy

Dear Team,

This letter serves as formal notification that our internal Know Your Customer (KYC) policy has been revised. These updates ensure that our organization remains compliant with current anti-money laundering (AML) regulations and risk management standards.

Key changes include:

- Updated customer identification and verification procedures.
- Revised risk rating criteria for new and existing accounts.
- Enhanced due diligence (EDD) requirements for high-risk clients.
- New timelines for periodic profile reviews.

All employees are required to review the updated policy document attached to this communication. These changes are effective as of [Insert Effective Date]. Failure to adhere to these updated procedures may result in regulatory non-compliance and disciplinary action.

Mandatory training sessions regarding these updates will be held on [Insert Date/Time]. Please confirm your attendance with your department head.

If you have any questions regarding how these changes affect your daily operations, please contact the Compliance Office at [Insert Email/Extension].

Thank you for your cooperation in maintaining our commitment to regulatory excellence.

Regards,

[Name/Signature]

Chief Compliance Officer

[Organization Name]