

[Date]

[Recipient Name]

[Recipient Title/Department]

[Regulatory Body Name]

[Address Line 1]

[Address Line 2]

**Subject: Notification of Regulatory Alignment - KYC Procedure Upgrades**

Dear [Name/Regulatory Body],

This letter serves as formal notification that [Company Name] is upgrading its Know Your Customer (KYC) procedures to ensure continued alignment with the latest regulatory standards and anti-money laundering (AML) directives, specifically [Insert Specific Regulation, e.g., 5AMLD/6AMLD or Local Act].

The primary enhancements include:

- Implementation of automated biometric identity verification.
- Enhanced due diligence (EDD) protocols for high-risk jurisdictions.
- Integration of real-time PEP and Sanctions screening updates.
- Improved digital audit trails for onboarding and lifecycle management.

These upgrades are designed to mitigate financial crime risks and strengthen the integrity of our operational framework. The transition to the upgraded system is scheduled for completion by [Date].

We remain committed to full transparency and compliance. Please find the detailed technical specifications and updated internal policy documents attached for your records.

Should you require further information regarding these procedural changes, please contact our Compliance Officer at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name]

[Title/Chief Compliance Officer]

[Company Name]