[Date]

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

Subject: Notification of Required Know Your Customer (KYC) Regulatory Modules

Dear [Customer Name],

In accordance with current financial regulations and anti-money laundering (AML) requirements, [Institution Name] is required to maintain up-to-date information for all account holders. To ensure continued service and compliance, we require you to complete the following KYC regulatory modules:

- **Identity Verification:** Submission of a valid government-issued photo ID.
- **Proof of Address:** A recent utility bill or bank statement (not older than 3 months).
- **Source of Funds Declaration:** Information regarding the origin of the assets in your account.
- **Beneficial Ownership Disclosure:** (If applicable) Identification of individuals who own or control the entity.

Please complete these requirements by [Deadline Date]. You may submit the necessary documentation through our secure online portal at [URL] or by visiting a local branch.

Failure to provide the requested information by the specified deadline may result in temporary restrictions on your account, including limitations on withdrawals and transfers.

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

Thank you for your prompt attention to this matter and for helping us maintain a secure banking environment.

Sincerely,

[Sender Name]
[Title/Department]
[Institution Name]