

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

[Date]

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

Subject: Formal Request for Know Your Customer (KYC) Documentation

Dear [Customer Name],

In accordance with applicable financial regulations and our company's Anti-Money Laundering (AML) policies, we are required to maintain up-to-date identification information for all our clients.

To ensure the continued activation and security of your account, please provide clear copies of the following documents:

- **Proof of Identity:** A valid government-issued photo ID (e.g., Passport, Driver's License, or National ID card).
- **Proof of Address:** A recent utility bill or bank statement (issued within the last three months) showing your full name and residential address.
- **Tax Identification:** [Mention specific tax ID or Social Security number if applicable].
- **Business Documentation (If applicable):** Certificate of Incorporation and a list of Beneficial Owners.

Please submit these documents through our secure portal at [Link] or reply to this email with the attachments by [Deadline Date].

Please be advised that failure to provide the requested information may result in temporary restrictions on your account or the suspension of services.

Thank you for your prompt cooperation in this matter.

Sincerely,

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