

Date: [Insert Date]

To: [Customer Name]

Account Number: [Insert Account Number]

Subject: URGENT: Missing Know Your Customer (KYC) Documentation

Dear [Customer Name],

We are writing to inform you that our records indicate your account is currently missing mandatory Know Your Customer (KYC) documentation. To comply with financial regulations and ensure the security of your account, we require the following documents:

- [Document Name, e.g., Valid Passport or ID]
- [Document Name, e.g., Recent Utility Bill for Proof of Address]
- [Document Name, e.g., Business Registration]

Please submit these documents by **[Insert Deadline Date]** via one of the following methods:

- Upload through our secure online portal: [Insert Link]
- Email scanned copies to: [Insert Email Address]
- Visit our nearest branch in person.

Warning: Failure to provide the requested information by the deadline may result in temporary restrictions on your account, including the suspension of withdrawals, transfers, or account closure.

If you have already submitted these documents, please disregard this notice. For any questions, please contact our support team at [Insert Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Company Name]