

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Routine Update of Your Account Information (KYC)

Dear [Customer Name],

As part of our commitment to maintaining the security of your account and complying with financial regulations, [Institution Name] requires all customers to periodically review and update their Know Your Customer (KYC) information.

This is a routine request to ensure that the details we have on file for you are accurate and current. Please provide or confirm the following information:

- Proof of Identity (e.g., Valid Passport or Driver's License)
- Proof of Address (e.g., Utility bill or Bank statement issued within the last 3 months)
- Updated Employment or Business Details
- [List any other specific document needed]

Please submit these documents by [Deadline Date] through one of the following methods:

- Online via our secure portal: [Link]
- By visiting your local branch
- By mailing certified copies to: [Mailing Address]

Please note that failure to update your information by the specified deadline may result in temporary restrictions on your account to ensure compliance with regulatory requirements.

If you have already provided this information recently, please disregard this letter. For any questions, you may contact our customer service team at [Phone Number] or [Email Address].

Thank you for your cooperation and for choosing [Institution Name].

Sincerely,

[Sender Name/Department]

[Institution Name]