

[Bank Name]
[Department Name]
[Bank Address]
[City, State, Zip Code]
[Date]

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

Subject: Important Notice Regarding Your Account Activity - Action Required

Dear [Customer Name],

As part of our routine monitoring and commitment to regulatory compliance, [Bank Name] conducts regular reviews of account activity to ensure we have current information regarding our customers' banking patterns.

We have recently observed activity on your account ending in [Last 4 Digits of Account Number] that requires further clarification. Specifically, we are requesting information regarding the following:

- Nature of recent transactions: [Brief description or date range]
- Source of funds for incoming transfers
- Purpose of the account and expected monthly volume

To assist us in maintaining your account in good standing, please provide the following documentation by [Deadline Date]:

- [Required Document 1, e.g., Proof of income]
- [Required Document 2, e.g., Invoices or contracts related to transfers]
- [Required Document 3, e.g., Updated identification]

You may submit these documents by visiting your local branch, uploading them via our secure online portal, or mailing them to the address listed above.

Please be advised that failure to provide the requested information by the specified deadline may result in restrictions being placed on your account, up to and including account closure.

If you have any questions, please contact our Compliance Department at [Phone Number] between [Hours of Operation].

Thank you for your prompt attention to this matter and for choosing [Bank Name].

Sincerely,

[Sender Name/Signature]
[Title/Position]
[Bank Name]