

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

[Date]

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

Subject: Annual Regulatory Identity Verification Notification

Dear [Customer Name],

To comply with current financial regulations and "Know Your Customer" (KYC) requirements, [Company Name] is required to perform an annual review of account information to ensure our records are accurate and up to date.

Please review your current account details listed below:

- Full Legal Name: [Name on File]
- Residential Address: [Address on File]
- Contact Number: [Phone on File]
- Identification Type: [ID Type on File]

Action Required:

If the information above is correct, no further action is required at this time. If any of your information has changed, please log in to your secure portal at [Website URL] to update your profile or upload a copy of your valid government-issued ID.

Ensuring your information is current helps protect your account from unauthorized access and ensures uninterrupted service.

If you have any questions regarding this notification, please contact our support team at [Phone Number] or [Email Address].

Sincerely,

[Sender Name/Signature]
[Title]
[Company Name]