

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

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

**Subject: Important: Verification of Identity Required**

Dear [Customer Name],

As part of our commitment to safety and in compliance with Anti-Money Laundering (AML) and Know Your Customer (KYC) regulations, we are required to verify the identity of all our clients.

To ensure your account remains active and in good standing, 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 (dated within the last 3 months) showing your full name and residential address.

Please submit these documents by [Deadline Date] via our secure portal at [Link/Email Address].

All information provided will be handled securely and in accordance with our Privacy Policy. Failure to provide this documentation may result in temporary restrictions on your account.

If you have any questions, please contact our compliance team at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

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