

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important Notice Regarding Your Account - Identity Verification Required

Dear [Customer Name],

To comply with the Customer Identification Program (CIP) requirements of the USA PATRIOT Act and other federal regulations, [Financial Institution Name] is required to verify the identity of all individuals who open or maintain an account with us.

To ensure your account remains in good standing and to prevent any service interruptions, please provide clear copies of the following documents:

- **Proof of Identity:** A valid government-issued photo ID (e.g., Driver's License, Passport, or State ID).
- **Proof of Social Security Number:** A copy of your Social Security card or a formal tax document.
- **Proof of Address:** A recent utility bill, bank statement, or lease agreement (dated within the last 60 days).

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

- Secure Upload: [Website Link]
- In-Person: Visit any of our branch locations.
- Secure Mail: [Mailing Address]

If we do not receive and verify this information by the date requested, we may be required by law to restrict or close your account.

The security of your personal information is our priority. All documents provided will be handled in accordance with our Privacy Policy.

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

Thank you for your cooperation.

Sincerely,

[Sender Name]

[Title/Department]

[Financial Institution Name]