

[Financial Institution Name]  
[Department Name]  
[Street Address]  
[City, State, Zip Code]  
[Date]

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

**Subject: Mandatory Identity Confirmation for Account [Account Number]**

Dear [Customer Name],

As part of our commitment to security and compliance with financial regulations, we are required to periodically verify the identity of our customers. This mandatory process ensures the continued safety of your accounts and helps prevent unauthorized access.

To maintain your account in good standing, please provide the following documents by [Deadline Date]:

- A valid government-issued photo ID (e.g., Passport or Driver's License).
- A recent utility bill or bank statement (issued within the last 3 months) as proof of address.
- [Additional Document if applicable]

You may submit these documents through one of the following methods:

- **Online:** Upload secure digital copies via our mobile app or website at [URL].
- **In Person:** Visit any local branch with your original documents.
- **Mail:** Send certified copies to the address listed at the top of this letter.

Please note that failure to confirm your identity by the specified deadline may result in temporary restrictions on your account, including limitations on withdrawals and transfers.

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

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

Sincerely,

[Authorized Signature]  
[Name of Official]  
[Title/Position]