

[Date]

[Customer Full Name]

[Customer Address]

[City, State, Zip Code]

[Country]

**Subject: Know Your Customer (KYC) Identity Authentication Requirement**

Dear [Customer Name],

As part of our commitment to security and compliance with international financial regulations, we are required to conduct a "Know Your Customer" (KYC) identity authentication process for your account [Account Number/ID].

To complete this authentication, please provide clear, color 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, bank statement, or government correspondence dated within the last three months showing your full name and residential address.

Please submit these documents via [Insert Method: Secure Portal Upload / Email Address / Physical Mail] by [Insert Deadline Date].

The information provided will be treated with strict confidentiality and used solely for identity verification purposes. Failure to provide these documents may result in temporary restrictions on your account features or transactions.

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

Thank you for your cooperation.

Sincerely,

[Sender Name]

[Job Title]

[Company Name]