

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: NOTICE OF CUSTOMER IDENTIFICATION PROGRAM (CIP) NON-COMPLIANCE

Dear [Customer Name],

This letter serves as formal notification regarding your account [Account Number] with [Financial Institution Name].

In accordance with the USA PATRIOT Act and our internal Customer Identification Program (CIP), we are required to verify the identity of all individuals who open or maintain accounts with our institution. During a recent audit, we identified that your account is missing the following required information or documentation:

- [List missing item, e.g., Valid Government Issued ID]
- [List missing item, e.g., Proof of Physical Address]
- [List missing item, e.g., Taxpayer Identification Number]

To ensure your account remains compliant with federal regulations, please provide the requested documentation by [Deadline Date]. You may submit these documents via the following methods:

- In person at any branch location.
- Through our secure online portal at [URL].
- Via certified mail to [Compliance Department Address].

Important Notice: Failure to provide the required identification by the date specified above may result in restrictions being placed on your account, including the suspension of transactions or account closure, as required by law.

If you have already provided this information or believe this notice was sent in error, please contact our Compliance Department immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Name/Signature]

[Title]

[Financial Institution Name]