

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notification of Enhanced Due Diligence Review

Dear [Customer Name],

As part of our commitment to regulatory compliance and the security of our financial ecosystem, [Company Name] conducts periodic reviews of account activities and profiles. This process ensures that we maintain up-to-date information in accordance with Anti-Money Laundering (AML) and "Know Your Customer" (KYC) regulations.

We are writing to inform you that your account has been selected for an Enhanced Due Diligence (EDD) review. This is a routine procedure for accounts that meet certain criteria or engage in specific types of transactions. It does not necessarily indicate any suspicion of wrongdoing.

To complete this review, we kindly request that you provide the following information/documentation by [Deadline Date]:

- [Document Requirement 1, e.g., Proof of Source of Wealth]
- [Document Requirement 2, e.g., Updated Business Registration]
- [Document Requirement 3, e.g., Explanation of specific recent transactions]

Please submit these documents securely via [Method of Submission, e.g., Online Portal/Email Address].

Please be advised that failure to provide the requested information by the specified date may result in temporary restrictions on your account or services. All information provided will be handled with the highest level of confidentiality and used solely for compliance purposes.

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

Thank you for your cooperation and for choosing [Company Name].

Sincerely,

[Sender Name]

[Title]

[Company Name]