

[Company Header/Logo]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Urgent: Information Required for Your Account - [Account Number]

Dear [Customer Name],

We are currently conducting a periodic review of our customer records to ensure compliance with "Know Your Customer" (KYC) regulations and anti-money laundering laws. During this review, we identified that certain information or documentation required for your account is either missing or has expired.

To maintain your account in good standing, please provide the following missing items:

- [Specify Item 1, e.g., Valid Passport or National ID]
- [Specify Item 2, e.g., Proof of Address dated within the last 3 months]
- [Specify Item 3, e.g., Updated Source of Wealth Declaration]

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

- Upload securely through our online portal: [URL]
- Email scanned copies to: [Email Address]
- Visit our nearest branch office.

Please note that failure to provide the requested information by the deadline may result in temporary restrictions on your account, including limitations on withdrawals or transactions.

If you have already provided this information or have any questions, please contact our compliance team at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]