

Date: [Insert Date]

To: [Customer Name]

Account Number: [Insert Account Number]

Address: [Insert Customer Address]

Subject: FINAL WARNING: Non-Compliance with Know Your Customer (KYC) Documentation Update

Dear [Customer Name],

We are writing to follow up on our previous requests dated [Insert Dates of Previous Notices] regarding the mandatory update of your Know Your Customer (KYC) documentation. To date, we have not received the required documents.

Under current banking regulations and our institutional policies, we are required to maintain up-to-date identification and verification records for all account holders. Failure to provide these documents is a breach of our compliance requirements.

Required Documents:

- [Insert Document e.g., Valid Government ID]
- [Insert Document e.g., Proof of Address dated within 3 months]
- [Insert Document e.g., Updated Income Statement]

Please submit these documents via [Insert Method: Online Portal/Branch Visit/Email] no later than **[Insert Deadline Date]**.

Consequences of Non-Compliance:

If the requested information is not received by the aforementioned deadline, we will be forced to take the following actions:

- Temporary suspension of your account access.
- Restriction of outgoing transfers and withdrawals.
- Potential permanent closure of the account relationship.

If you have already submitted these documents within the last 48 hours, please disregard this letter. If you have any questions, please contact our compliance department at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Department Name]

[Organization Name]

[Contact Information]