

Date: [Insert Date]

To: [Customer Name]

Account Number: [Insert Account Number]

Address: [Insert Customer Address]

Subject: FINAL WARNING: Outstanding Know Your Customer (KYC) Documentation

Dear [Customer Name],

We are writing to you regarding our previous requests dated [Insert Date of First Request] and [Insert Date of Second Request] concerning the mandatory update of your Know Your Customer (KYC) documentation.

Despite our repeated attempts to contact you, we have not yet received the following required documents:

- [Document Name, e.g., Valid Passport or ID]
- [Document Name, e.g., Recent Utility Bill for Proof of Address]
- [Document Name, e.g., Proof of Income/Source of Funds]

Please be advised that under current financial regulations, we are legally required to maintain up-to-date information for all our clients. Failure to provide these documents prevents us from verifying your account and fulfilling our regulatory obligations.

REQUIRED ACTION:

Please submit the documents listed above by no later than **[Insert Deadline Date]**. You may provide these via [Insert Submission Method, e.g., Online Portal, Email, or In-Person at a Branch].

CONSEQUENCES OF NON-COMPLIANCE:

If we do not receive the requested documentation by the deadline stated above, we will be forced to take the following actions:

- Temporary suspension of your account access.
- Restriction of all outgoing transactions and withdrawals.
- Potential termination of our business relationship and closure of your account.

If you have already submitted these documents within the last 48 hours, please disregard this notice.

If you have any questions or require assistance, please contact our compliance team at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Department Name]
[Organization Name]