

Date: [Insert Date]

To: [Customer Name]

Account Number: [Insert Account Number]

Subject: FIRST WARNING: Requirement for Customer Identification Information

Dear [Customer Name],

We are writing to notify you that your account is currently missing essential documentation required under our Customer Identification Program (CIP) and federal anti-money laundering regulations.

To comply with these regulatory requirements, we must verify the identity of all individuals who open and maintain accounts at this institution. Our records indicate that the following information or documentation is still outstanding:

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

Please provide the requested documents by **[Insert Deadline Date]**. You may submit these items through the following methods:

- In person at any of our branch locations.
- Via our secure online portal at [Insert URL].
- By certified mail to: [Insert Mailing Address].

Failure to provide this information may result in restrictions being placed on your account, including the suspension of withdrawal privileges or the closure of the account.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Institution Name]

[Contact Information]