

[Your Company's Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

[Email Address]

Subject: KYC Verification Notification

Dear [Customer's Name],

We hope this message finds you well.

As part of our ongoing commitment to ensuring the security of our customers and compliance with regulatory requirements, we are conducting a Know Your Customer (KYC) verification process.

To proceed with this verification, we kindly ask you to provide the following documents:

1. A valid government-issued identification (e.g., passport, driver's license)
2. Proof of address (e.g., utility bill, bank statement)
3. Any additional information as requested [if applicable].

Please submit the required documents by [submission deadline]. You may send them via email to [email address] or upload them through our secure portal at [website link].

Failure to complete your KYC verification may result in limited access to your account.

If you have any questions or require assistance, please do not hesitate to contact our support team at [support email] or [support phone number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]