

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: KYC Verification Procedures

We hope this message finds you well. As part of our regulatory compliance and commitment to safeguarding your account, we are conducting a Know Your Customer (KYC) verification process.

To ensure the accuracy of your information, we kindly request that you provide the following documents:

1. A valid government-issued photo ID (e.g., passport, driver's license)
2. A recent utility bill or bank statement as proof of address
3. Any additional documentation relevant to your account

Please submit these documents by [specific deadline date] to avoid any disruptions to your account services. You can send the documents via email to [email address] or through our secure online portal [link to portal].

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]