

Account Evaluation Announcement

Dear [Recipient's Name],

We are writing to inform you that an evaluation of your account will be conducted on [Date]. This process is part of our ongoing efforts to ensure that all accounts meet our compliance standards and to enhance the services we provide to our valued customers.

During this evaluation, we will review various aspects of your account, including transaction history and account activity. Please ensure that all necessary documents and information are readily available to facilitate this review.

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]