

Customer Account Compliance Check

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining the highest standards of compliance and customer protection, we are conducting a routine compliance check of our customer accounts.

To ensure your account remains in good standing, we kindly request that you provide the following documents:

- Proof of Identity (e.g., Passport, Driver's License)
- Proof of Address (e.g., Utility Bill, Bank Statement)
- Any other relevant documentation

Please send the requested documents to us by [insert deadline], either by email at [insert email address] or through our secure online portal.

We appreciate your prompt attention to this matter. If you have any questions or require assistance, please do not hesitate to contact us at [insert contact number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]