

[Your Name/Representative Name]
[Title/Position]
[Name of Unincorporated Association]
[Association Address]
[City, State, Zip Code]
[Date]

[Recipient Name or Financial Institution Name]
[Department Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Disclosure of Beneficial Ownership for [Name of Unincorporated Association]

To Whom It May Concern,

This letter serves as a formal disclosure regarding the beneficial ownership and control structure of [Name of Unincorporated Association], as required for compliance with regulatory standards and [Anti-Money Laundering/Know Your Customer] requirements.

The following individuals are identified as Beneficial Owners. This includes individuals who directly or indirectly exercise significant control over the association or hold a significant percentage of the association's assets (if applicable):

Beneficial Owner 1

Full Name: [Full Legal Name]
Residential Address: [Physical Address]
Date of Birth: [MM/DD/YYYY]
Identification Number: [Tax ID or Passport Number]
Role/Nature of Control: [e.g., President, Chairperson, Authorized Signatory]

Beneficial Owner 2

Full Name: [Full Legal Name]
Residential Address: [Physical Address]
Date of Birth: [MM/DD/YYYY]
Identification Number: [Tax ID or Passport Number]
Role/Nature of Control: [e.g., Treasurer, Secretary, Committee Member]

Governing Body Information

The association is governed by its [Constitution/Bylaws/Rules]. Decisions are made by the [Board of Directors/Executive Committee/General Membership].

I, the undersigned, certify that the information provided above is complete and accurate to the best of my knowledge. We undertake to notify you promptly of any changes to the beneficial ownership or control structure of this association.

Please find attached [Supporting Documents, e.g., copies of IDs, Association Bylaws, or Minutes of Meeting] as requested.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Phone Number]

[Email Address]