[Company Letterhead/Logo]

Date: [Insert Date]
To: [Insert Name of Board of Directors/Senior Management]
From: [Insert Name/Title of Compliance Officer]
Subject: Advisory: Annual Anti-Money Laundering (AML) Compliance Review

Dear [Recipient Name],

This letter serves as formal notification regarding the commencement of the annual review of our organization's Anti-Money Laundering (AML) and Counter-Terrorist Financing (CTF) compliance program for the fiscal year [Year].

Purpose of the Review:
The objective of this advisory is to ensure that our internal controls, policies, and procedures remain compliant with current regulatory requirements and are effective in mitigating financial crime risks. This review is a mandatory component of our regulatory obligations under [Insert Applicable Law/Regulation].

Scope of Assessment:
The review will encompass the following areas:

- Effectiveness of Customer Due Diligence (CDD) and Enhanced Due Diligence (EDD) processes.
- Accuracy and timeliness of Suspicious Activity Report (SAR) filings.
- Review of employee training records and curriculum.
- Testing of automated transaction monitoring systems.
- Verification of Record-Keeping standards.

Timeline:
The review process is scheduled to begin on [Start Date] and is expected to conclude by [End Date]. A comprehensive report detailing findings, identified gaps, and recommended remedial actions will be presented to the Board by [Report Submission Date].

Required Cooperation:
During this period, the Compliance Department may require access to departmental records and may conduct brief interviews with key personnel. We request your support in ensuring that all relevant documentation is provided promptly to facilitate a thorough assessment.

Should you have any questions regarding the scope or methodology of this review, please contact the Compliance Office directly.

Sincerely,

[Signature]
[Name of Compliance Officer]

[Title]
[Company Name]