Date: [Insert Date]

To: [Compliance Department / Financial Intelligence Unit]
Institution Name: [Insert Bank/Institution Name]
Subject: Formal Disclosure Regarding Potential Structuring and Cash Smurfing Activity

Dear Compliance Officer,

This letter serves as a formal report and internal documentation regarding suspicious financial activity identified on the following account(s):

- **Account Holder Name:** [Insert Name]
- **Account Number(s):** [Insert Account Number]
- **Period of Activity:** [Insert Start Date] to [Insert End Date]

Incident Summary:
Our internal monitoring systems have identified a pattern of transactions consistent with "structuring" and "cash smurfing." Specifically, we have observed multiple cash deposits made in amounts consistently below the [Insert Currency and Amount, e.g., $10,000] regulatory reporting threshold.

Key Observations:

- **Frequency:** [Number] deposits conducted over a [Number]-day period.
- **Location:** Deposits were made via [Multiple ATM locations / Multiple Branch counters].
- **Structuring Indicators:** Transactions appear intentionally broken down to evade the filing of a Currency Transaction Report (CTR).
- **Smurfing Indicators:** [If applicable: Deposits were made by multiple third-party individuals into a single beneficiary account].

Actions Taken:

- The account has been placed under enhanced monitoring.
- All related transaction receipts and video surveillance (if available) have been preserved.
- A Suspicious Activity Report (SAR) [is being filed / has been filed] with the appropriate regulatory authorities.

Please find the attached transaction ledger and KYC documentation for further review. We await further instructions regarding the continuation or termination of this client relationship.

Sincerely,

[Your Name]
[Your Title/Position]
[Contact Information]