[Your Company Name]
[Compliance Department]
[Street Address]
[City, State, Zip Code]
[Date]

ATTN: [Financial Intelligence Unit / Regulatory Authority Name]
[Recipient Address]
[City, State, Zip Code]

RE: Submission of Suspicious Activity Report (SAR)

To Whom It May Concern,

Please find enclosed the Suspicious Activity Report (SAR) filed by [Your Company Name] in accordance with the requirements of the [Name of Governing Act/Law, e.g., Bank Secrecy Act].

Filing Summary:

- **Report Reference Number:** [Internal Tracking Number]
- **Subject Name:** [Name of Individual or Entity]
- **Date of Activity:** [Start Date] to [End Date]
- **Total Amount Involved:** [Currency and Amount]

The attached report provides a detailed narrative of the suspicious behavior identified, the methodology of the transactions, and the documentation supporting our findings.

Should you require any additional information or supporting documentation regarding this filing, please contact the undersigned Compliance Officer at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Name of Compliance Officer]
[Title]
[Your Company Name]