

[Your Name/Department]
[Your Organization Name]
[Street Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Entity Name]
[Street Address]
[City, State, Zip Code]

Subject: Request for Disclosure of Beneficial Ownership Information

Dear [Recipient Name],

In accordance with [mention applicable law, e.g., the Corporate Transparency Act or Anti-Money Laundering Regulations] and our internal compliance policies, we are formally requesting the disclosure of the beneficial ownership structure for **[Entity Name]**.

To ensure our records remain accurate and compliant, please provide the following information for all individuals who directly or indirectly own 25% or more of the equity interests, or who exercise significant control over the entity:

- Full Legal Name
- Date of Birth
- Current Residential or Business Address
- Unique Identifying Number (e.g., Passport, Driver's License, or ID Number)
- Percentage of Ownership or Nature of Control

Please submit the requested documentation or the enclosed disclosure form by **[Insert Date]**. The information provided will be handled in accordance with applicable data privacy laws and used solely for regulatory compliance and due diligence purposes.

If there have been no changes to previously submitted information, please provide a written certification confirming that the current records remain accurate.

Thank you for your prompt cooperation in this matter. Should you have any questions, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]
[Title]