[Company Letterhead/Logo]

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Enhanced Due Diligence (EDD) Information Request - [Account/Reference Number]

Dear [Client Name],

As part of our ongoing commitment to regulatory compliance and the security of your accounts, [Company Name] performs periodic reviews of client information in accordance with Anti-Money Laundering (AML) and Know Your Customer (KYC) regulations.

To complete our current review, we kindly request that you provide the following information and documentation:

- **Source of Wealth:** A description and supporting documentation (e.g., tax returns, inheritance records, sale of assets) explaining how your total net worth was accumulated.
- **Source of Funds:** Documentation identifying the origin of the funds used for transactions within your account (e.g., payslips, bank statements, investment liquidations).
- **Nature of Business:** (For corporate entities) A detailed description of primary business activities, major suppliers, and primary customer base.
- **Ultimate Beneficial Ownership:** Updated identification documents for any individuals holding 25% or more interest or control.
- **Purpose of Account:** A brief statement regarding the intended nature and expected volume of activity for this account.

Please provide the requested information by [Due Date] to ensure there are no interruptions to your service. You may submit these documents via [Submission Method - e.g., Secure Portal Link / Email Address / Physical Mail].

All information provided will be treated with the strictest confidentiality and used solely for compliance purposes.

If you have any questions regarding this request, please contact our compliance department at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Name/Signature]
[Title]
[Department Name]
[Company Name]