

[Your Company Name]
[Your Department]
[Address Line 1]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Client/Entity Name]
[Address Line 1]
[City, State, Zip Code]

Subject: Request for Clarification Regarding Nature of Business

Dear [Recipient Name],

We are currently reviewing your account/application referenced as [Account or Reference Number]. To ensure compliance with our internal policies and regulatory requirements, we require further clarification regarding the nature of your business operations.

Please provide a detailed description of the following:

- The primary core activities of your business.
- The main products or services provided.
- The primary industries or target markets you serve.
- [Optional: Specific question regarding a transaction or license].

We kindly request that you provide this information by [Date]. You may submit your response by replying to this email or by attaching a formal business profile.

Thank you for your prompt attention to this matter. Please let us know if you have any questions.

Sincerely,

[Your Name]
[Your Title]