

[Date]

[Recipient Name]

[Company Name]

[Address Line 1]

[Address Line 2]

Subject: Request for Missing Ultimate Beneficial Ownership (UBO) Information

Dear [Contact Name],

We are currently conducting a regulatory review of our records to ensure compliance with Anti-Money Laundering (AML) and Know Your Customer (KYC) regulations.

During our review of your account, we noted that the following information regarding the Ultimate Beneficial Owners of [Legal Entity Name] is missing or incomplete:

- [List missing item, e.g., Full Legal Name]
- [List missing item, e.g., Date of Birth]
- [List missing item, e.g., Residential Address]
- [List missing item, e.g., Percentage of Ownership/Control]
- [List missing item, e.g., Valid Government-issued Photo ID]

An Ultimate Beneficial Owner is defined as any individual who ultimately owns or controls more than [Percentage, e.g., 25%] of the shares or voting rights in the legal entity, or otherwise exercises control over the management.

Please provide the requested information and supporting documentation by [Deadline Date]. Failure to provide this information may result in [Consequence, e.g., the suspension of services or account closure].

You may submit the documents via [Submission Method, e.g., our secure online portal / email / mail].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Your Organization Name]