

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Compliance/Risk Department]
[Financial Institution Name]
[Institution Address]

Subject: Clarification Regarding Adverse Media Findings - [Your Full Name/Entity Name]

Dear [Recipient Name or Compliance Officer],

I am writing in response to our recent communication regarding the background screening process for my account/application. It has come to my attention that certain adverse media reports have been identified associated with my name.

I would like to provide the following clarifications and context regarding these findings:

1. Identification of the Report:

[Provide a brief description of the article, date, and publication source].

2. Clarification/Context:

[Explain the situation. For example: clarify if it is a case of mistaken identity, explain the outcome of a legal proceeding, or provide context on how the issue was resolved].

3. Supporting Documentation:

I have attached the following documents to support this clarification:

- [List Document 1, e.g., Court Disposition]
- [List Document 2, e.g., Official Statement/Press Release]
- [List Document 3, e.g., Identification Documents]

I am committed to full transparency and wish to ensure that your records accurately reflect my current standing. I trust that this information addresses any concerns regarding the media reports in question.

Please let me know if you require any further information or additional documentation to finalize your review.

Sincerely,

[Signature]

[Your Printed Name]