

[Date]

[Recipient Name/Department]

[Bank or Institution Name]

[Address Line 1]

[Address Line 2]

RE: Business Operations and Cash Handling Procedures - [Company Name]

Dear [Contact Person Name],

I am writing to provide detailed information regarding the nature of business operations for [Company Name], specifically concerning our cash-intensive activities. This letter is intended to assist your institution in understanding our transaction patterns and compliance protocols.

Business Nature:

[Company Name] operates as a [Type of Business, e.g., retail grocery, restaurant, laundromat]. Due to the nature of this industry, a significant portion of our customer base prefers to transact in cash.

Cash Volume and Frequency:

On average, our business generates [Approximate Percentage]% of its total revenue through cash sales. We typically conduct cash deposits [Daily/Weekly/ Twice Weekly] totaling approximately \$[Estimated Amount] per month.

Source of Funds:

All cash received is directly derived from the sale of [Products/Services] provided at our physical location at [Business Address].

Internal Controls and AML Compliance:

To ensure transparency and security, we have implemented the following procedures:

- Daily reconciliation of Point of Sale (POS) reports against physical cash counts.
- Dual-custody procedures for counting and preparing deposits.
- Maintaining detailed transaction logs and receipts for every sale.
- Staff training on anti-money laundering (AML) and "Know Your Customer" (KYC) basics where applicable.

We are committed to full transparency and are happy to provide supporting documentation, such as sales tax returns, POS reports, or financial statements, upon request.

Thank you for your continued partnership. Please contact me at [Phone Number] or [Email Address] if you require further clarification.

Sincerely,

[Signature]
[Printed Name]
[Title/Position]
[Company Name]