

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Institution]

[Recipient Address]

Subject: Explanation of Corporate Structure for [Company Name]

Dear [Recipient Name],

This letter provides a formal overview and clarification of the corporate structure for [Primary Company Name] and its associated entities. The purpose of this structure is to [state reason, e.g., optimize tax efficiency, manage cross-border operations, or isolate operational liabilities].

1. Ultimate Beneficial Ownership (UBO)

The ultimate parent entity of the group is [Ultimate Parent Company Name], incorporated in [Jurisdiction]. The following individuals/entities hold a significant interest of 25% or more:

- [Name] - [Percentage]% ownership
- [Name] - [Percentage]% ownership

2. Intermediate Holding Companies

[Ultimate Parent Company] holds 100% of the shares of [Intermediate Entity Name], a holding company incorporated in [Jurisdiction]. This entity serves as the primary investment vehicle for [Region/Specific Sector].

3. Operating Entities

The following subsidiaries carry out the primary business activities:

- [Subsidiary A]: Responsible for [Activity] in [Country].
- [Subsidiary B]: Responsible for [Activity] in [Country].

4. Relationship Summary

[Provide a brief narrative on how funds or management decisions flow between the entities, e.g., "All operational revenue from Subsidiary A is consolidated into the Intermediate Holding Company."]

Attached to this letter, please find a detailed corporate organizational chart illustrating the shareholding percentages and jurisdictions for all entities mentioned above.

We trust this information clarifies the nature of our corporate hierarchy. Should you require further documentation, such as Articles of Incorporation or Registers of Members for any specific entity, please contact [Contact Name] at [Email/Phone].

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title]

[Company Name]