

[Date]

[Contact Person Name]
[Compliance Department/Title]
[Respondent Bank Name]
[Address Line 1]
[Address Line 2]
[City, Country]

Subject: Periodic AML/KYC Compliance Review - [Respondent Bank Name]

Dear [Contact Person Name],

As part of our ongoing commitment to international regulatory standards and our internal Anti-Money Laundering (AML) and Know Your Customer (KYC) policies, [Your Bank Name] conducts periodic reviews of our correspondent banking relationships.

To ensure our records remain current and to maintain our professional relationship, we kindly request that you complete the attached Respondent Bank Compliance Questionnaire. In addition to the questionnaire, please provide updated copies of the following documents:

- Current Banking License
- Articles of Association or Incorporation Documents
- The most recent Annual Report or Audited Financial Statements
- List of Board Members and Senior Management
- Organisational Chart and Ownership Structure (identifying any UBOs with 10% or more interest)
- Wolfsberg Group CBDDQ (if available) or Patriot Act Certification

Please return the completed questionnaire and supporting documentation by [Due Date] via email to [Email Address] or through our secure document portal.

We appreciate your cooperation in this matter, which helps us meet our collective obligations in preventing financial crime. Should you have any questions regarding this request, please do not hesitate to contact our Compliance Department at [Phone Number] or [Email Address].

Yours sincerely,

[Your Signature]

[Your Name]
[Your Title]
[Your Department/Bank Name]