

Date: [Insert Date]

Subject: Urgent: Source of Funds Verification Inquiry - [Account Number/Reference Number]

Dear [Client Name],

As part of our standard regulatory compliance and "Know Your Customer" (KYC) procedures, we are required to verify the origin of the funds involved in your recent [transaction/deposit/account application].

To ensure the continued processing of your request, please provide documentation that clearly demonstrates the source of these funds. Examples of acceptable documentation include, but are not limited to:

- Certified bank statements (last 3-6 months)
- Signed employment contracts or recent payslips
- Sale of assets agreements (e.g., property, stocks, or vehicles)
- Audited financial statements (for corporate entities)
- Legal documents regarding inheritance, gifts, or divorce settlements

Please submit the requested information by [Insert Deadline Date] via [Insert Submission Method, e.g., Secure Portal/Email].

All information provided will be treated with the strictest confidentiality and used solely for compliance purposes. Failure to provide sufficient documentation may result in delays or the inability to complete your transaction.

If you have any questions regarding this request, please contact our compliance department at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt cooperation.

Sincerely,

[Your Name/Representative Name]

[Your Job Title]

[Company Name]

[Compliance Department]