

Date: [Insert Date]

To: [Client Name]

Address: [Client Address]

Account Number: [Insert Account Number]

Subject: Request for Source of Wealth (SOW) Documentation

Dear [Client Name],

As part of our commitment to regulatory compliance and anti-money laundering (AML) standards, we are required to maintain up-to-date information regarding the origin of our clients' total net worth. This process helps us understand how your wealth was accumulated over time.

To comply with these requirements, we kindly request that you provide documentation and a brief explanation regarding your primary sources of wealth. Examples of acceptable documentation include, but are not limited to:

- **Employment Income:** Recent payslips, tax returns, or a letter from your employer.
- **Business Ownership:** Audited financial statements, dividend certificates, or proof of sale of business.
- **Investment Income:** Investment portfolios, bank statements showing interest/dividends, or contract notes.
- **Inheritance or Gifts:** A copy of the will, a letter from a solicitor, or a gift deed.
- **Property Sale:** Signed sale and purchase agreement or a letter from a conveyancing solicitor.

Please provide the requested information by [Insert Deadline Date]. You may submit these documents via [Insert Method: Secure Portal/Email/Post].

All information provided will be treated with the strictest confidentiality and will be used solely for compliance and regulatory purposes.

If you have any questions or require further clarification on what documents are needed, please contact [Insert Contact Person/Department] at [Insert Phone Number/Email].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Your Job Title]

[Organization Name]