Date: [Insert Date]

To:
Compliance Department / Sanctions Desk
[Correspondent Bank Name]
[Bank Address]
[City, Country]

Subject: Request for Information Regarding Transaction Reference: [Insert Reference Number]

Dear Sir/Madam,

We are contacting you regarding the following transaction which has been flagged for a potential sanctions match:

- **Transaction Amount/Currency:** [Insert Amount and Currency]
- **Value Date:** [Insert Date]
- **Ordering Customer:** [Insert Name and Address]
- **Beneficiary Customer:** [Insert Name and Address]
- **Remitting Bank:** [Insert Bank Name and BIC]
- **Beneficiary Bank:** [Insert Bank Name and BIC]

Our internal screening system has identified a potential match between a party involved in this transaction and the following sanctions list: [Insert Name of List, e.g., OFAC SDN, EU, UN].

To assist in our due diligence process and to ensure compliance with international regulatory requirements, please provide the following information:

1. Full legal name and date of birth/incorporation of the party in question.
2. Principal place of business or permanent residential address.
3. Verification of the purpose of the payment.
4. Any additional documentation (e.g., passports, trade invoices, or certificates of incumbency) that confirms the identity of the party and clarifies the potential match.

Please provide your response by [Insert Deadline Date] to avoid further delays or the potential rejection of the funds. If you have already conducted a review of this match, please share your findings and the rationale for proceeding.

Thank you for your cooperation in this matter.

Sincerely,

[Your Name/Signature]
[Your Job Title]

[Your Bank Name]
[Your Contact Information]