

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Account Restriction - Important Information Regarding Your Account

Dear [Customer Name],

We are writing to inform you that [Financial Institution Name] has placed a formal freeze on your account(s) ending in [Last 4 Digits of Account Number], effective immediately.

This action has been taken because a review of our records indicates a match between your information and individuals or entities listed on official government sanctions lists issued by [Name of Regulatory Body, e.g., OFAC / UN / EU].

Under applicable laws and regulations, we are required to restrict all debits, credits, and transfers associated with your account while this match exists. As a result, you will not be able to access funds or conduct transactions until further notice.

If you believe this is a case of mistaken identity or if you have documentation that clarifies your status, please provide the following information for our review:

- A valid copy of your government-issued photo identification.
- Proof of residency or business registration.
- Any additional documentation supporting the claim that you are not the party listed on the sanctions register.

Please submit these documents to our Compliance Department at [Email Address] or by mail to [Physical Address].

For further information regarding these regulations, you may visit the official website of [Regulatory Body Link].

Sincerely,

[Name/Department]

[Financial Institution Name]

[Contact Phone Number]