

Date: [Insert Date]

To: [Sanctions Officer/Head of Compliance]

From: [Investigator Name/Department]

Subject: URGENT: Potential Sanctions Match Escalation - [Case Reference Number]

Dear [Name],

This letter serves as a formal escalation regarding a potential sanctions match identified during routine screening for the following entity/individual:

- **Name of Subject:** [Name]
- **Date of Birth/Incorporation:** [Date]
- **Nationality/Jurisdiction:** [Country]
- **System Alert ID:** [ID Number]

Sanctions List Details:

The subject has been flagged against the [Insert List Name, e.g., OFAC SDN / EU / UN] list. The specific match criteria include: [List Match Reasons, e.g., Name similarity, Address match, Passport number].

Initial Assessment:

[Briefly describe the preliminary investigation and why it could not be discounted as a false positive at the first level].

Current Status:

All related transactions and account activities for this subject have been placed on a temporary hold pending your final determination.

Please review the attached documentation and provide guidance on whether to proceed with a formal block/freeze or to clear the alert.

Sincerely,

[Your Signature]

[Your Job Title]

[Extension/Contact Info]