

[Company Letterhead/Logo]

[Date]

[Recipient Name/Department]
Office of Foreign Assets Control (OFAC)
U.S. Department of the Treasury
1500 Pennsylvania Avenue, NW
Washington, DC 20220

Re: Voluntary Self-Disclosure - Notification of Sanctions Match Review

To the Office of Compliance and Enforcement:

Pursuant to the Reporting, Procedures and Penalties Regulations, [Company Name] is submitting this voluntary self-disclosure regarding a potential violation of U.S. economic sanctions programs.

1. Description of the Matter

During a routine compliance review conducted on [Date], [Company Name] identified a potential match between a [Transaction/Customer/Partner] and the [Name of Sanctions List, e.g., SDN List]. The party involved is identified as [Name of Entity/Individual].

2. Transaction Details

The review concerns the following activity:

- Transaction Reference Number: [Number]
- Date of Activity: [Date]
- Value of Transaction: [Amount and Currency]
- Nature of Goods/Services: [Brief Description]

3. Circumstances of Discovery

The potential match was identified through [Internal Audit/Automated Screening/Manual Review]. Upon discovery, [Company Name] immediately [suspended the account / froze the funds / halted the shipment] to ensure no further activity occurred while the review is pending.

4. Remedial Actions

[Company Name] has initiated a comprehensive internal investigation to determine the root cause of the match bypass. We are currently updating our screening filters and enhancing our due diligence protocols to prevent future occurrences.

5. Point of Contact

We intend to cooperate fully with OFAC regarding this matter. Please direct all further inquiries to:

[Name of Compliance Officer]
[Title]

[Phone Number]
[Email Address]

I declare that the information contained in this disclosure is true and correct to the best of my knowledge.

Sincerely,

[Signature]

[Printed Name]
[Title]