

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Annual Politically Exposed Person (PEP) Status Review

Dear [Customer Name],

As part of our commitment to regulatory compliance and our "Know Your Customer" (KYC) obligations, [Financial Institution Name] is required to conduct an annual review of the Politically Exposed Person (PEP) status of our clients.

A Politically Exposed Person is generally defined as an individual who is or has been entrusted with a prominent public function, their immediate family members, or close associates.

To ensure our records are accurate, please review the information below and confirm your current status:

Current Status on Record: [PEP / Not a PEP]

Please indicate if there have been any changes to your professional role, public functions, or associations that may affect your PEP classification by selecting one of the options below:

- ☐ I confirm that my status remains unchanged.
- ☐ My status has changed. (Please provide details below)

Details of Change (if applicable):

We kindly request that you complete and return this form by [Due Date] via [Submission Method - e.g., online portal, email, or enclosed envelope]. Failure to respond may result in restrictions on your account.

If you have any questions regarding this review, please contact our compliance department at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Name/Department]

[Financial Institution Name]

Customer Signature: _____ **Date:** _____