

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Periodic Update of Account Information

Dear [Client Name],

At [Financial Institution Name], we are committed to maintaining the highest standards of regulatory compliance and ensuring that your account information remains accurate and up to date.

As part of our periodic review process for our high-net-worth clients, we kindly request that you review and confirm your current status regarding any public or political roles. This includes positions held by yourself, immediate family members, or close associates.

Please provide information regarding any changes to the following:

- Current or former high-level public positions or government roles.
- Political party affiliations or official functions.
- Roles within international organizations or state-owned enterprises.
- Source of wealth or source of funds, if there have been significant changes since our last review.

If there have been no changes to your status, please simply sign the attached declaration and return it to us by [Deadline Date].

We appreciate your cooperation in helping us meet our regulatory requirements. Should you have any questions, please contact your Relationship Manager, [Manager Name], directly at [Phone Number].

Sincerely,

[Your Name/Signature]

[Your Title]

[Financial Institution Name]