

[Company Letterhead/Logo]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Mandatory Politically Exposed Person (PEP) Declaration

Dear [Client Name],

As part of our commitment to regulatory compliance and in accordance with Anti-Money Laundering (AML) and Know Your Customer (KYC) regulations, we are required to determine whether our clients are classified as Politically Exposed Persons (PEPs).

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

Please complete, sign, and return the attached declaration form by [Insert Date].

Declaration Requirement:

- Are you, or have you ever been, a Politically Exposed Person? [Yes / No]
- Are you an immediate family member or close associate of a Politically Exposed Person? [Yes / No]

If you answered "Yes" to either question, please provide further details regarding the nature of the public position in the space provided on the attached form.

The information provided will be treated with strict confidentiality and used solely for compliance purposes. Failure to provide this declaration may result in delays or the inability to maintain your account/services.

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

Sincerely,

[Name/Signature]

[Title/Department]

[Company Name]