

Date: [Insert Date]

To: [Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Source of Wealth Verification for Investment Portfolio Transfer

Dear [Client Name],

In connection with your request to transfer your investment portfolio (Account Number: [Insert Account Number]) to [Receiving Institution Name], we are required to conduct a standard Source of Wealth (SoW) verification.

To comply with regulatory requirements and Anti-Money Laundering (AML) guidelines, please provide documentation that clarifies the activities or events that generated your total net worth and the specific assets being transferred.

Please provide one or more of the following documents as applicable to your situation:

- **Employment Income:** Recent payslips, a letter from your employer, or recent tax returns.
- **Business Ownership:** Audited financial statements, dividend statements, or proof of sale of business.
- **Inheritance/Gifts:** A copy of the will, a grant of probate, or a signed letter from the donor confirming the gift.
- **Investment Gains:** Portfolio statements showing historical growth or contract notes from the sale of assets.
- **Real Estate Sale:** A copy of the sale contract or a letter from a solicitor/conveyancer confirming the transaction.

Please submit these documents via [Insert Submission Method, e.g., Secure Portal/Email/Post] by [Insert Deadline Date].

All information provided will be treated with the strictest confidentiality and used solely for compliance purposes. If you have any questions regarding this request, please contact [Contact Name] at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Company Name]