

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Annual Recertification of Beneficial Ownership Information

Dear [Contact Person Name],

In accordance with regulatory requirements and our commitment to maintaining accurate account information, we are conducting our annual recertification of the beneficial ownership details for [Legal Entity Name].

The purpose of this letter is to confirm that the information we currently have on file regarding the individuals who own or control your legal entity remains accurate and up to date.

Please review the following options and take the necessary action:

Option 1: No Changes

If there have been no changes to the beneficial owners (individuals holding 25% or more equity interest) or the individual with significant managerial control, please sign the declaration below and return this letter to us.

Option 2: Changes to Information

If there have been any changes to the ownership structure or controlling parties, please do not sign this form. Instead, contact us at [Phone Number/Email] or visit [Website/Portal] to provide updated documentation and a new Certification of Beneficial Owners form.

Declaration of Confirmation

I, [Name of Authorized Signatory], acting in my capacity as [Title/Position] for [Legal Entity Name], hereby certify that the beneficial ownership and control information previously provided to [Financial Institution Name] is still current, complete, and accurate as of the date signed below.

Signature: _____

Date: _____

Please return this signed letter by [Due Date] via [Submission Method, e.g., secure portal, email, or mail]. Failure to provide this confirmation may result in restrictions on your account.

Thank you for your cooperation.

Sincerely,

[Name of Bank Representative]

[Department Name]

[Financial Institution Name]