Date: [Insert Date]

To:
[Authorized Representative Name]
[Entity Name]
[Business Address]

Subject: Enhanced Due Diligence - Beneficial Ownership Documentation Request

Dear [Name],

As part of our ongoing commitment to regulatory compliance and the prevention of financial crime, [Financial Institution Name] conducts periodic reviews of accounts identified as requiring Enhanced Due Diligence (EDD).

To ensure our records remain current and compliant with global Anti-Money Laundering (AML) and Know Your Customer (KYC) regulations, we require detailed information regarding the Ultimate Beneficial Ownership (UBO) of [Entity Name].

Please provide the following information and documentation within [Number] business days:

- **Full Legal Name** of all individuals who directly or indirectly own 10% or more of the entity.
- **Organisational Chart:** A current chart showing the full ownership structure from the entity up to the natural persons who are the ultimate owners.
- **Identification Documents:** Valid government-issued photo ID (Passport or National ID) and proof of residential address for each identified Beneficial Owner.
- **Source of Wealth:** A detailed description and supporting documentation (e.g., tax returns, audited accounts, or sale of assets) explaining the origin of the Beneficial Owners' total net worth.
- **Source of Funds:** Documentation clarifying the origin of the funds used for transactions within this account.

Please upload these documents via our secure portal at [Link] or send them to [Email Address/Physical Address].

Failure to provide the requested information by [Deadline Date] may result in restrictions being placed on your account, up to and including account closure.

If you have any questions regarding this request, please contact your Relationship Manager or our Compliance Department at [Phone Number].

Sincerely,

[Your Name/Department]
[Title]
[Financial Institution Name]