

[Company Header/Logo]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Important Requirement Regarding Beneficial Ownership Information

Dear [Customer Name],

Welcome to [Your Company Name]. We are pleased to begin our business relationship with you.

To comply with federal regulations, specifically the Corporate Transparency Act and Financial Crimes Enforcement Network (FinCEN) requirements, we are required to collect and verify Beneficial Ownership Information (BOI) for certain legal entity customers during the onboarding process.

What we need from you:

Please provide the following information for each individual who owns 25% or more of the equity interests in the legal entity, and one individual with significant managerial control:

- Full Legal Name
- Date of Birth
- Current Residential or Business Address
- Unique Identifying Number from an acceptable document (e.g., Passport or Driver's License)
- An image of the identifying document

Alternatively, if your company or its beneficial owners have already obtained a **FinCEN Identifier**, you may provide that number to us instead of the details listed above.

How to submit:

Please complete the attached Beneficial Ownership Form and return it via [Secure Portal/Email/Mail] by [Deadline Date].

Information provided will be kept strictly confidential and used solely for regulatory compliance purposes.

If you have any questions regarding this request, please contact [Department/Contact Person] at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Title]

[Your Company Name]