

[Date]

[Financial Institution Name]

[Department Name]

[Street Address]

[City, State, Zip Code]

RE: Update of Beneficial Ownership Information for Account Number(s): [Insert Account Numbers]

Dear [Contact Name or Customer Service Department],

Please be advised that effective [Effective Date of Transaction], [Entity Name A] has completed a [Merger/Acquisition] with [Entity Name B]. As a result of this corporate action, the surviving legal entity is [Legal Name of Surviving Entity].

In compliance with FinCEN's Beneficial Ownership requirements and your institution's KYC (Know Your Customer) policies, we are providing updated information regarding the individuals who directly or indirectly own 25% or more of the equity interests, and one individual with significant responsibility to control or manage the legal entity.

The following updates are required for the accounts listed above:

1. Significant Management Member (Control Person):

Name: [Full Name]

Title: [Title/Position]

2. Beneficial Owners (Ownership of 25% or more):

[Owner 1 Name] - [Percentage of Ownership]

[Owner 2 Name] - [Percentage of Ownership]

Attached to this letter, please find the following supporting documentation:

- Completed Certification of Beneficial Ownership Form
- Copies of Government-issued IDs for all named individuals
- Articles of Merger or Purchase Agreement (relevant sections)
- Updated W-9 or W-8BEN-E Form

Please update your records accordingly. Should you require additional documentation or have any questions regarding this transition, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Surviving Entity Name]