

[Date]

[Entity Name]

[Street Address]

[City, State, Zip Code]

Subject: Mandatory Periodic Review - Beneficial Ownership Information Update

Dear [Contact Name/Management],

As part of our commitment to regulatory compliance and the "Know Your Customer" (KYC) requirements, [Institution Name] is conducting a periodic review of your entity's Beneficial Ownership Information.

Under current legal regulations, we are required to maintain accurate and up-to-date records regarding the individuals who ultimately own or control the legal entities with which we do business.

Please review the enclosed information currently on file and confirm its accuracy. If there have been any changes, we require the following updated information for any individual who owns 25% or more of the equity interests, or any individual with significant responsibility to control or manage the entity:

- Full Legal Name
- Date of Birth
- Current Residential or Business Street Address
- Identification Number (e.g., SSN, Passport Number, or Tax ID)
- A clear copy of a valid government-issued photo ID

Please submit the updated information or a confirmation of "No Change" via [Submission Method - e.g., Secure Portal/Email/Mail] by [Deadline Date].

Failure to provide this information may result in restrictions on your account or a delay in processing future transactions.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name]

[Title]

[Institution Name]