

[Date]

[Entity Name]

[Registered Address]

[City, State, Zip Code]

Subject: Formal Notice of Regulatory Compliance Audit - Beneficial Ownership Information

Dear [Name of Principal/Compliance Officer],

This letter serves as formal notification that [Name of Regulatory Body/Internal Audit Dept] is conducting an audit of [Entity Name]'s compliance with Beneficial Ownership Information (BOI) reporting requirements under the [Applicable Law/Regulation, e.g., Corporate Transparency Act].

The objective of this audit is to verify the accuracy and completeness of the ownership data filed and to ensure that all "Beneficial Owners" and "Company Applicants" have been correctly identified as defined by current regulations.

Please provide the following documentation by [Due Date]:

- Copies of all filed Beneficial Ownership Reports (Initial, Updated, or Corrected).
- Organizational charts illustrating the hierarchy of ownership and control.
- Copies of government-issued identification for all identified Beneficial Owners.
- Operating agreements, share registers, or trust documents verifying ownership percentages.
- Documentation regarding any exemptions claimed by the entity.

Please submit these records via [Submission Method/Portal]. Failure to comply with this audit request or the discovery of willful reporting inaccuracies may result in civil or criminal penalties as prescribed by law.

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

Sincerely,

[Signature]

[Printed Name]

[Title/Department]

[Organization Name]