

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Urgent Request for Information Regarding Beneficial Ownership

Dear [Customer Name],

As part of our ongoing commitment to maintaining the security of your accounts and complying with federal regulatory requirements, [Financial Institution Name] performs routine monitoring of all account activities.

During a recent review, we identified transactions or account activities that require additional clarification. To ensure the continued integrity of your account and to satisfy our legal obligations regarding Beneficial Ownership transparency, we require updated information concerning the individuals who own or control this entity.

Please provide the following information for all Beneficial Owners (individuals with 25% or more equity interest) and one individual with significant control (e.g., CEO, CFO, Managing Member):

- Full Legal Name
- Date of Birth
- Residential or Business Street Address
- Taxpayer Identification Number (SSN/EIN)
- A clear copy of a government-issued photo ID

Please submit this documentation via [Method of Submission - e.g., Secure Portal/In-Person] no later than [Deadline Date].

Failure to provide this information may result in restrictions being placed on your account, up to and including account closure. We appreciate your prompt cooperation in this matter.

If you have any questions, please contact our Compliance Department at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]

[Title]

[Financial Institution Name]