

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Anti-Money Laundering (AML) and Sanctions Compliance Screening

Dear [Contact Person Name or Vendor Management Team],

As part of [Your Company Name]'s ongoing commitment to regulatory compliance and ethical business practices, we conduct periodic due diligence reviews of our third-party vendors and partners.

To comply with applicable Anti-Money Laundering (AML) laws and international Sanctions regulations (including but not limited to OFAC, EU, and UN programs), we require all vendors to undergo a mandatory screening process. This process ensures that our business partners are not listed on any restricted party lists and do not engage in activities that could pose financial or legal risks.

Action Required:

Please provide the following information and documents by [Deadline Date]:

- Full Legal Registered Name and any Trade Names (DBA).
- Registered Business Address and Country of Incorporation.
- Business Registration Number / Tax Identification Number.
- List of Directors and Ultimate Beneficial Owners (UBO) holding 25% or more interest.
- A copy of your company's AML/KYC Policy (if available).

Please send the requested information to [Email Address/Submission Portal].

All information provided will be handled in accordance with our Privacy Policy and will be used strictly for compliance verification purposes. Failure to provide this information may result in delays in payment processing or the suspension of our business relationship.

Thank you for your prompt cooperation in this matter.

Sincerely,

[Your Name/Department]

[Your Title]

[Your Company Name]