

Date: [Insert Date]

To: [Recipient Name/Entity Name]

Account Number: [Insert Account Number]

Address: [Insert Recipient Address]

Subject: NOTICE OF ANTI-MONEY LAUNDERING (AML) COMPLIANCE POLICY VIOLATION

Dear [Recipient Name],

This letter serves as formal notification that [Company Name] has identified a violation of our Anti-Money Laundering (AML) Compliance Policy associated with your account/activities.

Nature of Violation:

During a recent review, the following discrepancy or prohibited activity was identified: [Insert specific description of the violation, e.g., failure to provide updated KYC documentation, suspicious transaction patterns, or exceeding transfer limits].

Regulatory Basis:

Our AML policies are designed to comply with [Insert Relevant Law/Regulation, e.g., The Bank Secrecy Act / USA PATRIOT Act]. These regulations require us to maintain accurate records and monitor transactions to prevent financial crime.

Required Action:

To maintain your account in good standing, you are required to take the following steps by [Insert Deadline Date]:

- [Insert Required Action 1, e.g., Submit valid government ID]
- [Insert Required Action 2, e.g., Provide Proof of Funds for transaction ID #123]
- [Insert Required Action 3, e.g., Complete the attached Enhanced Due Diligence questionnaire]

Consequences of Non-Compliance:

Failure to provide the requested information or rectify this violation by the deadline stated above may result in further action, including but not limited to:

- Temporary suspension of account privileges.
- Restriction of outgoing transfers or withdrawals.
- Permanent closure of the account.
- Reporting to relevant financial regulatory authorities.

Please submit the required documentation through [Insert Submission Method, e.g., Secure Portal Link/Email Address]. If you believe this notice has been sent in error, please contact our Compliance Department immediately at [Insert Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Title]
Compliance Department
[Company Name]