

[Bank Name]
[Bank Address]
[City, State, Zip Code]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

RE: Notice of Currency Transaction Reporting (CTR) Exemption Status

Dear [Customer Name/Contact Person],

This letter serves to formally notify you that [Bank Name] has designated [Customer Name] as an "Exempt Person" regarding Currency Transaction Reporting requirements, in accordance with the Bank Secrecy Act (BSA) and FinCEN regulations under 31 CFR § 1020.315.

Based on our review of your account activity and business type, you have been classified as a:

- Phase I Exempt Person (e.g., Listed Entity, Government Agency, or Financial Institution)
- Phase II Exempt Person (e.g., Non-Listed Business or Payroll Customer)

What this means for you:

The bank will no longer be required to file a FinCEN Form 112 (Currency Transaction Report) for cash transactions exceeding \$10,000 conducted by your business. This designation is intended to streamline your banking experience and reduce administrative filings.

Ongoing Requirements:

To maintain this status, the bank will perform periodic reviews of your account activity. Please notify us immediately if there is a significant change in your business operations, ownership, or the nature of your cash transactions. This exemption applies only to Currency Transaction Reporting and does not exempt the bank from monitoring for suspicious activity or other regulatory reporting requirements.

If you have any questions regarding this notification, please contact [Department/Name] at [Phone Number].

Sincerely,

[Signature]
[Name of Bank Officer]
[Title]
[Bank Name]