

[Company Letterhead/Logo]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Important Information Regarding Our Anti-Money Laundering (AML) Policies

Dear [Client Name],

To help the government fight the funding of terrorism and money laundering activities, law requires all financial institutions and professional service firms to obtain, verify, and record information that identifies each person or entity that opens an account or establishes a business relationship.

What this means for you:

When you enter into a business relationship with [Company Name], we will ask for your name, address, date of birth (for individuals), and other information that will allow us to identify you. We may also ask to see your driver's license, passport, or other identifying documents.

For corporate entities, we require documentation regarding the company's legal existence, its physical address, and the identification of beneficial owners and authorized signatories.

Our Commitment:

- **Verification:** we will verify the identity of our clients using reliable, independent source documents.
- **Monitoring:** we conduct ongoing monitoring of business relationships to ensure transactions are consistent with our knowledge of the client and their risk profile.
- **Confidentiality:** All information collected will be used solely for compliance with Anti-Money Laundering and Counter-Terrorist Financing (AML/CTF) regulations and will be handled in accordance with our Privacy Policy.

We appreciate your cooperation in helping us maintain the integrity of the financial system and comply with regulatory requirements.

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

Sincerely,

[Signature]

[Name of Signing Officer]
[Title]
[Company Name]