

[Date]

[Recipient Name]

[Title]

[Financial Institution Name]

[Address]

[City, State, Zip Code]

RE: Request for Wire Transfer and Transaction Monitoring Records

Dear [Recipient Name],

This letter serves as a formal request for detailed data and documentation regarding wire transfers and transaction monitoring activities associated with the account(s) listed below for the period of [Start Date] to [End Date].

Account Information:

Account Name: [Account Holder Name]

Account Number(s): [Account Number(s)]

Requested Documentation:

- **Wire Transfer Logs:** A complete list of all incoming and outgoing wire transfers, including originator/beneficiary names, account numbers, routing numbers, SWIFT/BIC codes, and transaction references.
- **Transaction Monitoring Alerts:** Records of any automated alerts or manual flags generated by your monitoring systems related to these accounts.
- **Due Diligence Records:** Any Know Your Customer (KYC) or Enhanced Due Diligence (EDD) documentation gathered during the specified period.
- **Investigation Summaries:** Internal notes or summaries regarding the resolution of any flagged suspicious activity, where legally permissible to share.

Please provide this data in a digital format (e.g., CSV or Excel) to facilitate review. We request that these documents be delivered by [Due Date].

If there are any fees associated with this request or if you require further authorization, please contact me immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]