

[Company Letterhead]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Anti-Money Laundering (AML) and Counter-Terrorist Financing (CTF) Compliance Requirement

Dear [Contact Person Name],

To ensure compliance with applicable financial laws and regulations, [Your Company Name] requires all vendors to provide documentation regarding their Anti-Money Laundering (AML) and Counter-Terrorist Financing (CTF) policies.

Please complete the following requirements and return them to us by [Deadline Date]:

- A copy of your organization's AML/CTF Policy.
- Verification of your company's legal registration and Ultimate Beneficial Ownership (UBO).
- Confirmation that your company is not on any international sanctions lists (e.g., OFAC, EU, UN).
- Completed Vendor Due Diligence Questionnaire (attached).

By providing these documents, you certify that your organization maintains internal controls to detect and prevent money laundering, fraud, and other financial crimes.

Failure to provide this information may result in a delay of payments or the termination of our business relationship.

Please submit the requested documentation to [Email Address] or via our secure portal at [Link].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]