

Date: [Insert Date]

To: [Insert Regulatory Authority Name / Department]

Address: [Insert Authority Address]

RE: Initial Notification of Virtual Currency Activity

Dear [Insert Contact Name or Title],

This letter serves as formal notification that **[Insert Company Name]** intends to engage in virtual currency business activities as defined under **[Insert Relevant Statute/Regulation]**.

Entity Information:

- **Legal Name:** [Insert Full Legal Name]
- **DBA Name (if applicable):** [Insert Doing Business As Name]
- **Principal Place of Business:** [Insert Physical Address]
- **State of Incorporation:** [Insert State/Country]
- **Website:** [Insert URL]

Description of Activities:

[Insert a brief description of the proposed virtual currency services, e.g., operating an exchange, providing custodial services, or issuing digital assets].

Proposed Start Date: [Insert Date]

Compliance Officer Contact:

- **Name:** [Insert Name]
- **Phone:** [Insert Phone Number]
- **Email:** [Insert Email Address]

We are committed to maintaining compliance with all applicable anti-money laundering (AML), countering the financing of terrorism (CFT), and consumer protection regulations. We look forward to providing any additional documentation required for formal registration or licensing.

Please acknowledge receipt of this notification. Should you require further information, please contact the undersigned.

Sincerely,

[Signature]

[Insert Printed Name]
[Insert Title]
[Insert Company Name]