

[Company Name]  
[Street Address]  
[City, State, Zip Code]  
[Date]

[Regulatory Authority Name]  
[Department/Division]  
[Street Address]  
[City, State, Zip Code]

## **RE: Notice of Virtual Currency Activity and Compliance Affirmation**

To Whom It May Concern,

This letter serves as formal notification regarding the virtual currency activities conducted by [Company Name]. We are submitting this document to affirm our commitment to regulatory compliance and to outline the scope of our digital asset operations.

### **1. Description of Activity**

[Company Name] engages in the following virtual currency business activities: [List activities, e.g., transmission, exchange, or storage of virtual currency].

### **2. Compliance Framework**

We have established and maintain a comprehensive compliance program designed to adhere to [Insert Relevant Law/Regulation, e.g., the Bank Secrecy Act (BSA) and AML/KYC requirements]. This program includes:

- Appointment of a dedicated Compliance Officer.
- Customer Identification Program (CIP) and Due Diligence (CDD).
- Suspicious Activity Reporting (SAR) protocols.
- Ongoing employee training and independent audits.

### **3. Custody and Security**

[Company Name] employs industry-standard security measures to protect customer assets, including [Briefly mention security methods, e.g., multi-signature wallets or cold storage].

### **4. Attestation**

The undersigned hereby certifies that the information provided is accurate to the best of their knowledge and that [Company Name] remains dedicated to operating within the legal frameworks prescribed by this jurisdiction.

Should you require additional documentation or have further inquiries, please contact [Point of Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Full Name]

[Title/Position]

[Company Name]