

[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Address Line 1]
[Address Line 2]

Subject: Notification of Adjustments to Wire Transfer Protocols

Dear [Recipient Name],

This letter serves to formally notify you of updates to our wire transfer protocols, effective [Effective Date]. These adjustments are being implemented to ensure continued compliance with [Name of Regulatory Body/Act, e.g., FinCEN or Dodd-Frank Act] and to enhance the security of our financial transactions.

The following changes will be applied to all outgoing and incoming wire transfers:

- **Enhanced Verification:** [Description of new verification step, e.g., Multi-factor authentication requirements].
- **Information Requirements:** [List of new data points required, e.g., Legal Entity Identifiers or purpose of payment codes].
- **Processing Timelines:** [Details on any changes to cutoff times or review periods].
- **Documentation:** [Description of any new forms or supporting documents required for high-value transfers].

Please ensure that your internal accounting and treasury departments are briefed on these new requirements to avoid any delays in fund processing. Transfers that do not meet the updated compliance criteria may be rejected or held for further investigation.

We appreciate your cooperation in maintaining the integrity of our financial operations. If you have any questions regarding these regulatory adjustments, please contact our Compliance Department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]