

Date: [Date]

Subject: Notice of Account Restriction - Beneficial Ownership Documentation Required

Dear [Contact Name/Business Name],

We are writing to inform you that a restriction has been placed on your account(s) ending in [Last 4 Digits of Account Number(s)].

This action has been taken because we have not received the required Beneficial Ownership information or documentation requested on [Date of Previous Requests]. Under current financial regulations, we are required to identify and verify the individuals who own or control legal entity customers.

The following information is still outstanding:

- [Specific Document/Information Needed 1]
- [Specific Document/Information Needed 2]

Impact on your account:

Until the required information is provided and verified, the following restrictions apply: [List restrictions, e.g., No outgoing wires, No new account openings, Account Freeze].

How to resolve this:

To lift these restrictions, please provide the requested documents by [Deadline Date] via one of the following methods:

- Secure Portal: [URL]
- Email: [Email Address]
- In Person: Visit any local branch.

Failure to provide this information may result in the permanent closure of your account relationship.

If you have already submitted this information, please disregard this notice. For any questions, please contact our Compliance Department at [Phone Number].

Sincerely,

[Your Name/Department]
[Financial Institution Name]