

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Department]

[Institution/Agency Name]

[Institution Address]

[City, State, Zip Code]

Subject: Submission of Beneficial Ownership Declaration Form for [Entity Name]

To Whom It May Concern,

Please find enclosed the completed Beneficial Ownership Declaration Form for **[Full Legal Name of the Entity]**, as required by [Name of Regulation/Act or Requesting Institution].

The purpose of this submission is to provide accurate and updated information regarding the individuals who ultimately own or control the aforementioned entity. We have also attached the following supporting documents as requested:

- [Document 1: e.g., Copy of Government-issued ID for each owner]
- [Document 2: e.g., Proof of Address]
- [Document 3: e.g., Certificate of Incorporation]

We certify that the information provided in the attached declaration is true, accurate, and complete to the best of our knowledge. Should you require any further information or clarification regarding this filing, please do not hesitate to contact me at [Phone Number] or [Email Address].

Thank you for your assistance in processing this declaration.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]