

[Date]

[Entity Name]

[Entity Address]

[City, State, Zip Code]

**Subject: Periodic Review of Beneficial Ownership Information**

Dear [Contact Name/Authorized Signatory],

As part of our ongoing regulatory compliance requirements and commitment to maintaining accurate records, we are conducting a periodic review of the Beneficial Ownership Information (BOI) currently on file for [Entity Name].

To ensure our records remain current, please review the information below and confirm if there have been any changes regarding your entity's beneficial owners or controlling persons:

- Full Legal Name
- Date of Birth
- Current Residential or Business Address
- Unique Identifying Number (Passport, Driver's License, or State ID)
- Ownership Percentage or Nature of Control

**Action Required:**

Please select one of the following options and return this letter to us by [Due Date]:

[ ] **NO CHANGES:** I confirm that there have been no changes to the beneficial ownership information previously provided.

[ ] **CHANGES IDENTIFIED:** Updates are required. I have attached the revised documentation and supporting identification for the updated individuals.

If you have any questions regarding this request or the information required, please contact [Department Name] at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Company Name]