

[Date]

[Recipient Name]

[Company Name]

[Address Line 1]

[Address Line 2]

**Subject: REMINDER: Outstanding Beneficial Ownership Documentation for [Company Name]**

Dear [Contact Name],

We are writing to follow up on our previous request regarding the submission of your Beneficial Ownership documentation. As of [Current Date], we have not yet received the required information for [Company Name].

To comply with current anti-money laundering (AML) and "Know Your Customer" (KYC) regulations, we are required to identify and verify all individuals who own or control 25% or more of the entity.

Please provide the following missing documents by [Due Date]:

- Completed Beneficial Ownership Declaration Form
- Color copies of government-issued photo ID for each listed owner
- [List any other specific missing documents here]

Failure to provide this information may result in [mention consequences, e.g., account restrictions or service suspension].

If you have already submitted these documents within the last 24 hours, please disregard this notice. If you have any questions regarding the requirements, please contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Your Organization]