

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name/Compliance Department]
[Financial Institution/Entity Name]
[Address]
[City, State, Zip Code]

Subject: Request for Beneficial Ownership Certification Details

To whom it may concern,

I am writing on behalf of [Your Company Name] regarding our [Account Number/Business Relationship].

To ensure our records remain compliant with current regulatory requirements, including the Financial Crimes Enforcement Network (FinCEN) and other relevant "Know Your Customer" (KYC) standards, we request the specific details or the necessary forms required for the Certification of Beneficial Ownership.

Please provide the following information:

- A copy of your standard Beneficial Ownership Certification Form.
- A list of required identification documents for each individual who owns 25% or more of the equity interests.
- The details required for one individual with significant responsibility to control or manage the entity.
- Instructions for the secure submission of these documents.

We aim to complete this certification process by [Insert Date]. Please let us know if there are specific digital portals or contact persons we should coordinate with to fulfill this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]