Date: [Insert Date]

To: [Insert Relevant Regulatory Authority Name/Financial Intelligence Unit]

Subject: Designation of Compliance Officer for Suspicious Activity Reporting

Dear Sir/Madam,

This letter serves as formal notification that **[Company Name]** has officially designated an Anti-Money Laundering (AML) Compliance Officer responsible for the monitoring and reporting of suspicious transactions, in accordance with [Insert Applicable Law/Regulation].

The following individual has been appointed to this role:

- **Full Name:** [Insert Name]
- **Job Title:** [Insert Title]
- **Contact Number:** [Insert Phone Number]
- **Email Address:** [Insert Email Address]
- **Office Address:** [Insert Physical Address]

The designated Compliance Officer is authorized to act as the primary point of contact for regulatory inquiries and is responsible for filing Suspicious Activity Reports (SARs) or Suspicious Transaction Reports (STRs) on behalf of the organization.

Please update your records accordingly. Should you require any further documentation regarding this appointment, please do not hesitate to contact us.

Sincerely,

[Signature]

[Name of Senior Executive/Director]
[Title]
[Company Name]