To: Anti-Money Laundering (AML) Compliance Department / Internal Audit Committee

From: [Your Name/Department]

Date: [Insert Date]

Subject: URGENT: Internal Escalation of Suspicious Transaction - Case Ref: [Case Number]

Dear Compliance Officer,

This letter serves as a formal escalation regarding suspicious financial activity identified during routine monitoring/audit. Pursuant to the internal Risk Management Policy, I am reporting the following transaction(s) for immediate review and further investigation.

1. Account/Entity Details:

- Account Name: [Customer Name]
- Account Number: [Number]
- Entity Type: [Individual/Corporate]

2. Transaction Summary:

- Transaction Date: [Date]
- Amount: [Currency and Amount]
- Transaction Type: [e.g., Wire Transfer, Cash Deposit, Crypto Exchange]
- Destination/Origin: [Bank Name and Country]

3. Reason for Escalation:

[Insert brief description of red flags, e.g., structuring, rapid movement of funds, lack of economic purpose, or inconsistency with customer profile.]

4. Supporting Documentation:

Attached are the following records for your review:

- Transaction receipts/ledger entries
- Customer Due Diligence (CDD) profile
- Communication logs (if applicable)

Pending your instruction, the following actions have been taken:

- [ ] Account restricted/frozen
- [ ] No action taken yet to avoid "tipping off"
- [ ] Enhanced Due Diligence (EDD) initiated

Please advise on the next steps regarding the filing of a Suspicious Activity Report (SAR) with the relevant regulatory authorities.

Sincerely,

[Your Signature]
[Your Job Title]
[Extension/Contact Info]