

[Company Letterhead/Logo]

[Date]

[Name of Regulatory Authority]

[Department Name]

[Address Line 1]

[Address Line 2]

RE: Formal Response to KYC Documentation Audit - [Audit Reference Number]

Dear [Name of Contact Person or Auditor],

This letter is in formal response to the audit findings issued on [Date] regarding our Know Your Customer (KYC) documentation and Anti-Money Laundering (AML) compliance frameworks.

We acknowledge the observations noted during the examination period of [Date Range]. [Company Name] remains committed to maintaining the highest standards of regulatory compliance and financial integrity.

Below is our response to the specific findings identified:

1. Finding: [Brief Description of Finding, e.g., Missing Identification for High-Risk Accounts]

Remediation Action: [Describe steps taken to fix the issue].

Status: [Complete/In-Progress]

Completion Date: [Date]

2. Finding: [Brief Description of Finding, e.g., Delayed Periodic Reviews]

Remediation Action: [Describe steps taken to fix the issue].

Status: [Complete/In-Progress]

Completion Date: [Date]

To prevent recurrence, we have implemented the following systemic enhancements:

- Updated Internal KYC Policy Manual (Version [X.X]).
- Enhanced automated screening for Politically Exposed Persons (PEPs).
- Mandatory staff retraining completed on [Date].

Attached to this letter, please find supporting documentation including [List Attachments, e.g., revised manuals, proof of identity for sampled files, or training logs].

We believe these actions address the concerns raised in the audit report. Please let us know if you require further clarification or additional documentation.

Sincerely,

[Signature]

[Name of Chief Compliance Officer/Authorized Signatory]

[Title]

[Company Name]

[Phone Number]

[Email Address]