

[Company Letterhead/Logo]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Request for Information - Enhanced Due Diligence (EDD)

Dear [Client Name],

As part of our commitment to regulatory compliance and in accordance with our updated Anti-Money Laundering (AML) policies and Know Your Customer (KYC) requirements, we are currently conducting a periodic review of all high-risk accounts.

To ensure our records remain accurate and to comply with the latest financial regulations, we kindly request that you provide the following documentation and information:

- **Source of Wealth (SOW):** Detailed information regarding the activities that generated your total net worth (e.g., inheritance, business profits, investments).
- **Source of Funds (SOF):** Documentation verifying the origin of the funds used for specific transactions (e.g., bank statements, pay slips, sale of assets).
- **Business Activity:** A comprehensive description of your primary business operations and the purpose of your relationship with our institution.
- **Ownership Structure:** (For Corporate Clients) An updated organizational chart identifying all Ultimate Beneficial Owners (UBOs) holding 25% or more interest.
- **Identification Updates:** Current, valid government-issued photo identification and a recent utility bill or bank statement for proof of address.

Please provide the requested documents by [Due Date] via [Submission Method - e.g., Secure Portal/Email].

All information provided will be handled with the highest level of confidentiality and used solely for compliance purposes. Please be advised that failure to provide this information may result in restrictions on your account or the termination of our business relationship.

If you have any questions regarding this request, please contact our Compliance Department at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Sender Name]
[Title/Compliance Department]
[Company Name]