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**To:** All Branch Managers

**From:** Compliance Department

**Date:** [Insert Date]

**Subject:** Notification of Revised Anti-Money Laundering (AML) Guidelines

Dear Branch Manager,

This letter serves as formal notification that the company has updated its Anti-Money Laundering (AML) Guidelines, effective [Insert Effective Date].

As a Branch Manager, you are responsible for ensuring that your branch operates in full compliance with these revised protocols. The updates have been made to align with recent regulatory changes and to strengthen our internal controls against financial crime.

**Key revisions include:**

- Enhanced Customer Due Diligence (CDD) procedures for high-risk accounts.
- Updated reporting timelines for Suspicious Activity Reports (SARs).
- Revised thresholds for cash transaction monitoring.
- New documentation requirements for beneficial ownership verification.

Please find the full version of the revised guidelines attached to this email. You are required to review these documents thoroughly and brief your local staff members on the changes by [Insert Deadline Date].

Compliance training sessions regarding these updates will be scheduled for the following week. Attendance is mandatory for all management personnel.

If you have any questions regarding the implementation of these guidelines, please contact the Compliance Office immediately.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]