

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[License/Registration Number]

[Date]

[Name of Regulatory Authority]  
[Department Name]  
[Address]  
[City, State, Zip Code]

**RE: Notification of Updates to Anti-Money Laundering (AML) and Counter-Terrorist Financing (CTF) Policies**

Dear [Name of Contact Person or Department],

This letter serves as formal notification that [Company Name] has completed a comprehensive review and update of its Anti-Money Laundering (AML) and Counter-Terrorist Financing (CTF) policies and procedures.

The primary objective of these updates is to ensure continued compliance with [Reference Specific Act or Regulation, e.g., The Bank Secrecy Act / AML Act of 2020] and to align our internal controls with current regulatory expectations and emerging financial crime risks.

Key updates to our policy include:

- **Customer Due Diligence (CDD):** Enhanced verification processes for high-risk jurisdictions and Ultimate Beneficial Ownership (UBO) identification.
- **Transaction Monitoring:** Implementation of new automated red-flag triggers and revised threshold levels.
- **Reporting Procedures:** Streamlined protocols for the internal escalation and external filing of Suspicious Activity Reports (SARs).
- **Training Program:** Updated mandatory annual training modules for all staff members regarding new typologies.

Enclosed with this letter, please find a copy of the revised AML Policy Handbook and a summary of the material changes for your review. These updates became effective as of [Effective Date].

We remain committed to maintaining the highest standards of integrity and cooperation with regulatory bodies. Should you require further clarification or additional documentation, please contact our Compliance Officer, [Name of Compliance Officer], at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title/Position]