

[Company Letterhead]

Date: [Insert Date]

To: [Compliance Department/Relevant Stakeholders]

Subject: Formal Implementation of Continuous Customer Monitoring System

Dear [Name/Department],

This letter serves as formal notification regarding the official implementation of the **Continuous Customer Monitoring (CCM) System** at [Company Name], effective as of [Implementation Date].

1. Purpose

The system is designed to automate the ongoing review of customer profiles, transaction patterns, and risk levels to ensure compliance with Anti-Money Laundering (AML) and Know Your Customer (KYC) regulations.

2. Scope of Implementation

The monitoring system covers the following areas:

- Real-time transaction screening against global sanctions lists.
- Automated behavior analysis for suspicious activity detection.
- Periodic refreshing of customer due diligence (CDD) data.
- Adverse media and PEP (Politically Exposed Persons) screening updates.

3. Responsibilities

The [Compliance/Risk Management] team will be responsible for reviewing system-generated alerts. System maintenance and data integrity will be managed by the [IT/Data Security] department.

4. Records and Auditing

All logs, alerts, and subsequent investigations generated by this system will be archived and made available for internal audits and regulatory inspections in accordance with our data retention policy.

This implementation marks our commitment to maintaining the highest standards of financial integrity and regulatory adherence.

Sincerely,

[Signature]

[Name of Authorized Officer]

[Title/Position]

[Company Name]