[Your Name/Department]
[Law Enforcement Agency Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Financial Institution Name]
[Compliance/Legal Department]
[Address]
[City, State, Zip Code]

RE: Request to Delay Filing of Suspicious Activity Report (SAR)

Dear [Contact Person or Compliance Officer],

This letter constitutes an official request from [Law Enforcement Agency Name] regarding a potential Suspicious Activity Report (SAR) related to the following subject(s):

Subject Name: [Subject Name]
Account Number(s): [Account Number(s)]
Transaction Period: [Date Range]

We are currently conducting an ongoing criminal investigation into the activities of the aforementioned subject(s). Based on the sensitive nature of this investigation, we have determined that the immediate filing of a SAR or the notification of such filing may jeopardize our operations, alert the subjects of interest, or lead to the destruction of evidence.

Pursuant to [Relevant Statute/Regulation, e.g., 31 CFR $ 1020.320], we formally request that [Financial Institution Name] delay the filing of the SAR related to this matter for a period of [Number] days, effective from the date of this letter.

Please maintain this request in your confidential files and do not disclose the existence of this investigation or this request to any unauthorized person, including the subject(s) of the investigation. We will provide further instructions or a status update prior to the expiration of this delay period.

Should you have any questions regarding this request, please contact [Officer/Agent Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Requesting Officer]
[Title/Rank]
[Law Enforcement Agency Name]