

Subject: Urgent Notice: Formal Freeze of Account [Account Number]

Date: [Insert Date]

Dear [Customer Name],

We are writing to formally notify you that [Financial Institution Name] has placed a temporary freeze on your account(s) ending in [Last 4 Digits of Account Number], effective immediately.

This action has been taken in accordance with our internal compliance policies and obligations under Anti-Money Laundering (AML) and Counter-Terrorist Financing (CTF) regulations. During this period, all outgoing transfers, withdrawals, and debit transactions will be restricted.

To assist in the resolution of this matter, we require additional information regarding the following:

- Source of funds for recent transactions.
- Nature of business/professional activity.
- Verification of [Specific Transaction ID or Event].

Please provide the requested documentation by [Insert Deadline Date]. You may submit these documents via [Secure Upload Link/Email Address] or by visiting your local branch.

We understand that this may cause inconvenience; however, we are legally required to conduct this review. Your account will remain frozen until our compliance department has completed its verification process.

If you have any questions, please contact our Compliance Support Team at [Phone Number] or [Email Address].

Sincerely,

[Sender Name/Department]
[Financial Institution Name]