

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Notification of Anti-Money Laundering (AML) Compliance Requirements

Dear [Client Name],

We are writing to inform you that [Company Name] is required to comply with current Anti-Money Laundering (AML) and Counter-Terrorism Financing (CTF) regulations as mandated by [Local Authority/Government Department].

Under these regulations, we are legally obligated to verify the identity of our clients and understand the nature of their business transactions. This process, known as "Customer Due Diligence" (CDD), is a standard requirement for all financial and professional service providers.

To ensure our compliance, we kindly request that you provide the following documentation:

- A valid copy of a government-issued photo ID (e.g., Passport or Driver's License).
- A recent utility bill or bank statement as proof of residential address.
- [If applicable: Corporate registration documents and details of beneficial ownership].
- [If applicable: Information regarding the source of funds for the intended transaction].

Please note that we cannot proceed with [the transaction/your engagement] until this information has been received and verified. All data provided will be stored securely and handled in accordance with applicable Data Protection and Privacy laws.

We appreciate your cooperation in helping us maintain a secure and compliant environment. If you have any questions regarding these requirements, please contact our Compliance Officer at [Phone Number/Email].

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]