

Date: [Insert Date]

[Client Name/Entity Name]

[Client Address]

[City, State, Zip Code]

RE: FORMAL REQUEST FOR ENHANCED DUE DILIGENCE (EDD) INFORMATION

Dear [Client Name],

In accordance with our internal compliance policies and prevailing Anti-Money Laundering (AML) and Know Your Customer (KYC) regulations, we are required to perform Enhanced Due Diligence (EDD) regarding your account and associated transactions.

To maintain our professional relationship and ensure regulatory compliance, please provide the following documentation and information by [Insert Deadline Date]:

- **Source of Wealth (SOW):** A detailed narrative and supporting evidence explaining how your total net worth was accumulated (e.g., inheritance, business profits, investment returns).
- **Source of Funds (SOF):** Documentation verifying the origin of the specific funds used for [Transaction Reference/Account Funding], such as bank statements, audited financial statements, or sale of asset agreements.
- **Ultimate Beneficial Ownership (UBO):** Updated organizational charts identifying all individuals who own or control 25% or more of the entity, including copies of government-issued identification for each.
- **Nature of Business:** A comprehensive description of your primary business activities, including major suppliers, customers, and geographic regions of operation.
- **Purpose of Account/Transaction:** A formal statement clarifying the intended nature and purpose of the ongoing business relationship.

Please submit these documents securely via [Insert Submission Method, e.g., Secure Portal/Encrypted Email].

Failure to provide the requested information within the specified timeframe may result in restrictions being placed on your account, delays in transaction processing, or the potential termination of our business relationship.

If you have any questions regarding this request, please contact our Compliance Department at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Officer Name]

[Your Title]

[Organization Name]