

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Politically Exposed Person (PEP) Verification and Due Diligence

Dear [Customer Name],

As part of our commitment to regulatory compliance and in accordance with Anti-Money Laundering (AML) and Know Your Customer (KYC) regulations, [Company Name] is required to maintain up-to-date information regarding Politically Exposed Persons (PEPs).

Based on our routine screening and records, you have been identified as a Politically Exposed Person or an associate of a Politically Exposed Person. This classification is a standard regulatory procedure and does not imply any wrongdoing.

To comply with our legal obligations, we kindly request that you provide the following information:

- Details of your current or former public position/role.
- The nature of your official duties.
- Source of Wealth (SOW) and Source of Funds (SOF) documentation.
- Relationship details (if you are an immediate family member or close associate of a PEP).

Please complete and return the attached PEP Declaration Form by [Due Date]. Failure to provide this information may result in restrictions on your account or a delay in processing transactions.

All information provided will be treated with the strictest confidentiality and used solely for compliance purposes.

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

Thank you for your cooperation.

Sincerely,

[Signature]

[Name of Compliance Officer]

[Title]

[Company Name]