

Date: [Insert Date]

To: [Recipient Name/Account Holder Name]

Address: [Recipient Address]

Account Number: [Insert Account Number]

Subject: Notice of Suspended Foreign Remittance - Pending AML Review

Dear [Customer Name],

We are writing to inform you that the foreign remittance transaction initiated on [Date of Transaction] for the amount of [Currency and Amount] under Reference Number [Reference Number] has been temporarily suspended.

As part of our commitment to regulatory compliance and the prevention of financial crime, all international transfers undergo a standard review process in accordance with Anti-Money Laundering (AML) and Counter-Terrorism Financing (CTF) laws and regulations.

To proceed with the processing of your transaction, we require the following additional information/documentation:

- [Requirement 1: e.g., Purpose of the payment]
- [Requirement 2: e.g., Proof of source of funds]
- [Requirement 3: e.g., Invoice or contract related to the transfer]
- [Requirement 4: e.g., Relationship between sender and receiver]

Please submit the requested documents to [Email Address/Department Name] or visit your nearest branch by [Deadline Date]. Please note that failure to provide the requested information within the specified timeframe may result in the rejection and return of the funds to the originating account.

We apologize for any inconvenience this delay may cause and thank you for your cooperation in maintaining the security of our banking system.

If you have any questions regarding this notice, please contact our Compliance Department at [Phone Number].

Sincerely,

[Sender Name/Official Name]

[Job Title/Department]

[Bank/Organization Name]