

**Date:** [Insert Date]

**Reference Number:** [Insert Transaction Reference Number]

**Subject:** Notice of Temporary Hold and Request for Required Documentation

Dear [Insert Contact Name/Corporate Name],

We are writing to notify you that the trade transaction initiated on [Insert Date] in the amount of [Insert Amount and Currency] has been placed on a temporary administrative hold.

To comply with international trade regulations and internal compliance policies, we require additional documentation to process this foreign corporate transaction. Please provide the following information:

- **Proof of Business Registration:** A certified copy of the Certificate of Incorporation for the remitting and receiving entities.
- **Detailed Commercial Invoice:** A copy of the final invoice outlining the specific goods or services provided.
- **Shipping Documentation:** Copies of the Bill of Lading, Air Waybill, or Certificate of Origin.
- **Ultimate Beneficial Ownership (UBO):** A declaration identifying individuals with more than 25% ownership of the corporate entities involved.
- **Purpose of Payment:** A brief written statement clarifying the business relationship between the parties and the end-use of the funds.

Please submit these documents via secure email to [Insert Email Address] or through our corporate portal by [Insert Deadline Date].

Failure to provide the requested documentation may result in the rejection and return of the funds to the originating bank. We appreciate your prompt attention to this matter.

Sincerely,

[Your Name/Department]  
[Your Organization Name]  
[Contact Information]