

[Company Name]  
[Compliance Department]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Regulatory Authority Name]  
[Examiner Name/Title]  
[Agency Address]  
[City, State, Zip Code]

**RE: Acknowledgment of Anti-Money Laundering (AML) Examination and Readiness Statement**

Dear [Examiner Name],

This letter serves as formal acknowledgment of the upcoming Anti-Money Laundering (AML) and Counter-Terrorist Financing (CTF) examination scheduled to commence on [Start Date].

[Company Name] confirms that we have received the initial Request List and have designated the following individual as the primary point of contact for this examination:

- **Name:** [Name of Liaison]
- **Title:** [Title, e.g., Chief Compliance Officer]
- **Email:** [Email Address]
- **Phone:** [Phone Number]

We hereby state our readiness for this review. We have organized the requested documentation, including our AML policies, risk assessments, independent audit reports, and training records, which will be made available via [Secure Portal/Physical Inspection] by [Submission Deadline].

Our management team is committed to full cooperation with the examination team to ensure a transparent and efficient regulatory review process. Please let us know if there are any additional preliminary requirements prior to the on-site or virtual start date.

Sincerely,

[Signature]

[Printed Name]  
[Title]  
[Company Name]