

Date: [Insert Date]

To: [Recipient Name/Entity Name]

Address: [Recipient Address]

Subject: FIRST WARNING: NOTICE OF NON-COMPLIANCE WITH ANTI-MONEY LAUNDERING (AML) REGULATIONS

Dear [Recipient Name],

This letter serves as a formal warning regarding your failure to comply with the Anti-Money Laundering (AML) and Know Your Customer (KYC) requirements as mandated by [Insert Relevant Law/Regulation Name, e.g., The Bank Secrecy Act].

Our records indicate that the following compliance requirements have not been met:

- [Requirement 1: e.g., Failure to provide updated identification documents]
- [Requirement 2: e.g., Failure to clarify source of funds for transaction ID #12345]
- [Requirement 3: e.g., Missing beneficial ownership information]

The aforementioned documentation/information was originally requested on [Insert Date of Original Request]. To date, we have not received a satisfactory response.

Required Action:

To remain in compliance, you are required to provide the missing information via [Insert Submission Method] no later than [Insert Deadline Date].

Consequences of Non-Compliance:

Failure to rectify these deficiencies by the deadline stated above may result in the following actions:

- Temporary suspension of account privileges or transaction processing.
- Termination of the business relationship.
- Reporting of the non-compliance to relevant regulatory or governmental authorities.

If you have already submitted this information, please disregard this letter. If you have questions regarding this notice, please contact our Compliance Department at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]