

[Date]

[Entity Name]

[Entity Address]

[City, State, Zip Code]

RE: Notice of Non-Compliance - Beneficial Ownership Documentation

Dear [Contact Person Name],

We are writing to formally notify you that [Your Organization Name] has not yet received the required Beneficial Ownership documentation for [Entity Name].

Under current regulatory requirements, specifically [mention specific law, e.g., the Corporate Transparency Act or AML Regulations], all legal entities are required to disclose information regarding their beneficial owners to ensure transparency and compliance with financial safety standards.

As of the date of this letter, the following items are outstanding:

- [List missing item 1, e.g., Beneficial Ownership Certification Form]
- [List missing item 2, e.g., Valid Government-issued ID for Owner X]
- [List missing item 3, e.g., Proof of Address]

Action Required: Please submit the missing documentation no later than [Deadline Date]. Failure to provide this information may result in [mention consequences, e.g., account restriction, termination of services, or reporting to regulatory authorities].

If you have already submitted this information, please disregard this notice. If you require assistance or the necessary forms, please contact [Department/Contact Name] at [Phone Number] or [Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name/Signature]

[Your Job Title]

[Your Organization Name]