

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Important Notice Regarding Your Account - Information Required

Dear [Customer Name],

We are writing to inform you that a temporary restriction has been placed on your account(s) ending in [Last 4 Digits of Account Number]. This action has been taken because we require additional information regarding a recent cash transaction to comply with federal Currency Transaction Reporting (CTR) requirements.

Under federal law, financial institutions are required to collect and verify specific information for cash transactions exceeding \$10,000. To lift the restriction on your account, please provide the following information:

- [List specific missing info, e.g., Occupation/Nature of Business]
- [List specific missing info, e.g., Social Security Number or Tax ID]
- [List specific missing info, e.g., Valid Government-Issued Photo ID]

Please visit your local branch or contact our Compliance Department at [Phone Number] during business hours to provide this information. Once the required details are received and verified, the restriction on your account will be removed.

Failure to provide this information may result in continued account restrictions or the eventual closure of your account.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Financial Institution Name]