

[Date]

[Customer Name]

[Attention: Contact Person]

[Address Line 1]

[City, State, Zip Code]

Subject: Notification of Designation as an Exempt Person (CTR Exemption)

Dear [Customer Name],

We are pleased to inform you that [Bank Name] has designated [Customer Name] as an "Exempt Person" regarding the reporting requirements of the Bank Secrecy Act (BSA).

Under this designation, the bank is no longer required to file Currency Transaction Reports (CTRs) for cash transactions involving your account(s) that exceed \$10,000.00. This determination was made based on your status as a [Phase I / Phase II] entity and our review of your business activities and transaction history.

Please note the following conditions regarding this exemption:

- This exemption applies only to the accounts maintained at [Bank Name].
- The bank is required by federal regulation to conduct annual reviews of your exempt status to ensure continued eligibility.
- You must notify the bank immediately if there is a significant change in your primary business activity, legal structure, or ownership.
- The bank reserves the right to revoke this exemption at any time at its sole discretion or if required by regulatory changes.

This exemption is effective as of [Effective Date].

If you have any questions regarding this notification, please contact [Department Name/Contact Name] at [Phone Number].

Sincerely,

[Signature]

[Name of Officer]

[Title]

[Bank Name]