

**Date:** [Insert Date]

**Customer Name:** [Insert Customer Name]

**Customer Address:** [Insert Customer Address]

**Subject: Identification Requirement for Large Cash Transaction**

Dear [Insert Customer Name],

Thank you for choosing [Insert Company Name] for your recent transaction. We are writing to you regarding the cash payment received/requested on [Insert Date] in the amount of [Insert Amount].

In accordance with anti-money laundering regulations and our internal compliance policies regarding large cash transactions, we are required to verify the identity of our customers for transactions exceeding [Insert Threshold Amount].

To complete the processing of this transaction, please provide a clear copy of one of the following valid, government-issued photo identifications:

- Passport
- Driver's License
- National Identity Card

Additionally, we require the following information:

- Full Legal Name
- Permanent Residential Address
- Date of Birth
- Occupation
- Source of Funds for this transaction

Please submit these documents by [Insert Deadline Date] via [Insert Submission Method, e.g., secure portal, in-person, or encrypted email].

All information provided will be handled with the strictest confidentiality and used solely for regulatory compliance purposes. We appreciate your cooperation in helping us maintain a secure financial environment.

If you have any questions, please contact our compliance department at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Department]  
[Insert Company Name]