

Date: [Insert Date]

To: [Customer Name]

Account Number: [Insert Account Number]

Subject: Notification of Mandatory Cash Transaction Reporting

Dear [Customer Name],

This letter is to inform you of the legal requirements regarding large cash transactions. Under [Insert Applicable Law/Regulation Name], our institution is mandated to report all cash transactions that exceed [Insert Currency and Amount, e.g., \$10,000] to [Insert Governing Authority Name].

Please be advised that on [Date of Transaction], your account recorded a cash transaction totaling [Insert Amount]. As this amount meets or exceeds the regulatory threshold, a Currency Transaction Report (CTR) has been filed accordingly.

Important Information:

- This report is a standard regulatory requirement and does not imply any wrongdoing.
- Financial institutions are prohibited by law from structuring transactions to avoid these reporting requirements.
- We may require valid government-issued identification for all cash transactions meeting this threshold.

No further action is required from you at this time. We appreciate your cooperation and your continued business.

Sincerely,

[Your Name/Department]

[Institution Name]

[Contact Information]