

Date: [Insert Date]

To: [Name of Registered Agent or Corporate Officer]

Entity Name: [Insert Company Name]

Address: [Insert Company Address]

RE: FORMAL DEMAND FOR BENEFICIAL OWNERSHIP DOCUMENTATION

To Whom It May Concern,

This letter serves as a formal demand for the disclosure and provision of all documentation identifying the Beneficial Owners of [Insert Company Name] (the "Company").

Under [Insert Applicable Law, e.g., Corporate Transparency Act or specific State Statutes], the Company is required to maintain and, upon valid request, disclose records identifying any individual who, directly or indirectly, exercises substantial control over the entity or owns/controls at least 25% of the ownership interests.

Please provide the following information within [Insert Number] business days:

- Full legal name of each beneficial owner;
- Date of birth;
- Current residential or business address;
- A unique identifying number from an acceptable identification document (e.g., Passport or Driver's License);
- Documentation showing the nature and extent of the ownership interest held.

Failure to comply with this demand may result in legal action to compel production of these records, as well as the pursuit of any applicable statutory penalties for non-compliance.

Please direct the requested documentation to the undersigned at [Insert Email or Physical Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Capacity]

[Your Contact Information]