

[Bank Name]
[Department Name]
[Bank Address]
[City, State, Zip Code]

[Date]

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

Subject: URGENT: Requirement for Source of Funds Documentation - Account [Account Number]

Dear [Customer Name],

We are contacting you regarding recent large deposit activity on your account ending in [Last 4 Digits of Account Number]. As a regulated financial institution, we are required to maintain up-to-date information regarding the source of funds for significant transactions.

To ensure your account remains in compliance with our policies, please provide supporting documentation for the following transaction(s):

- Date: [Date of Deposit] - Amount: [Amount]
- Date: [Date of Deposit] - Amount: [Amount]

Acceptable documentation may include, but is not limited to: signed sales contracts, inheritance letters, pay slips, tax returns, or audited financial statements.

Please submit these documents by [Deadline Date].

Failure to provide the requested documentation by the specified date will result in the restricted use of your account and may lead to the permanent closure of your banking relationship with [Bank Name].

You may submit these documents via [Secure Online Portal/Email Address] or by visiting your local branch.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Signature]
[Job Title]
[Bank Name]