

Date: [Insert Date]

To: [Customer Name]

Account Number: [Insert Account Number]

Address: [Insert Customer Address]

Subject: Important Notice Regarding Your Account Activity

Dear [Customer Name],

As part of our standard regulatory obligations and commitment to Anti-Money Laundering (AML) compliance, [Financial Institution Name] regularly monitors account transactions to ensure they align with expected activity and legal requirements.

During a recent review of your account, we identified a high volume of cash-based transactions. Specifically, we noted [describe activity, e.g., frequent large cash deposits/withdrawals] occurring between [Start Date] and [End Date].

While we value your business, we are required to maintain detailed documentation regarding the source and purpose of significant cash movements. To assist us in maintaining your account in good standing, we request that you provide the following information:

- The primary source of the cash being deposited.
- The specific business or personal purpose for these cash transactions.
- Supporting documentation (e.g., invoices, sales receipts, or tax filings) related to this activity.

Please submit this information by [Insert Deadline Date] by visiting a branch or contacting our Compliance Department at [Insert Phone Number/Email].

Please be advised that continued excessive cash activity without clear economic justification may result in further restrictions on your account, up to and including account closure, to ensure our compliance with federal financial regulations.

Thank you for your prompt attention to this matter.

Sincerely,

[Authorized Signature]

[Name of Sender]

[Title/Department]

[Financial Institution Name]