

Date: [Insert Date]

To: [Client Name]

Address: [Client Address]

Subject: URGENT: Request for Source of Funds Documentation

Dear [Client Name],

We are writing to you regarding your account [Account Number] and the recent transaction(s) totaling [Amount].

As part of our regulatory obligations and Anti-Money Laundering (AML) compliance procedures, we are required to verify the origin of the funds used for these transactions. This is a standard procedure applied to all clients when certain thresholds or activities are met.

Required Documentation:

Please provide clear copies of the following documents to support the source of these funds:

- [e.g., Recent pay slips or employment contract]
- [e.g., Bank statements showing the accumulation of funds]
- [e.g., Legal documents regarding inheritance, property sale, or investments]
- [e.g., Audited financial statements (for corporate entities)]

Warning Regarding Non-Compliance:

Please be advised that we require this information by [Deadline Date]. Failure to provide satisfactory documentation may result in the following actions:

- Temporary suspension of your account activities.
- Refusal to process further transactions.
- Potential termination of our business relationship.

We appreciate your prompt cooperation in this matter. Please submit the requested documents via [Submission Method/Portal] or reply directly to this email.

Sincerely,

[Your Name/Department Name]

[Company Name]

[Contact Information]