

Date: [Insert Date]

To: [Recipient Name/Department]
[Financial Institution Name]
[Address Line 1]
[City, State, Zip Code]

Subject: Notice of Delayed Third-Party Fund Settlement - Account No: [Insert Account Number]

Dear [Compliance Officer Name/Contact Person],

This formal notification is regarding the late settlement of funds involving a third-party transaction associated with the above-referenced account. The funds, totaling [Amount and Currency], were originally scheduled for settlement on [Original Settlement Date].

The delay in processing is attributed to the following compliance-related factors:

- [Reason 1: e.g., Extended Due Diligence verification]
- [Reason 2: e.g., Intermediary bank processing delays]
- [Reason 3: e.g., Outstanding documentation requirements]

We wish to clarify that we are working diligently to resolve these outstanding administrative requirements. Our institution remains committed to adhering to all Anti-Money Laundering (AML) and Know Your Customer (KYC) regulatory standards. We anticipate the final release and settlement of these funds by [Expected New Settlement Date].

Attached to this letter are the supporting documents required for your compliance review, including [List Documents, e.g., Transaction Invoices, Proof of Source of Funds, Third-Party Identity Verification].

Should you require further information or specific clarification regarding the source or destination of these funds, please contact our compliance department directly at [Phone Number] or via email at [Email Address].

We appreciate your patience and cooperation in ensuring this transaction meets all regulatory expectations.

Sincerely,

[Signature]

[Your Name]
[Your Title/Position]
[Organization Name]