Date: [Insert Date]

Customer Name: [Insert Customer Name]

Account Number: [Insert Account Number]

Address: [Insert Customer Address]

RE: IMPORTANT NOTICE REGARDING CASH TRANSACTION REGULATIONS

Dear [Insert Customer Name],

We are writing to provide you with important information regarding federal regulations that govern cash transactions at financial institutions. This letter serves as a formal notice concerning recent activity on your account.

Under the Bank Secrecy Act (BSA) and related federal laws, financial institutions are required to monitor and report certain cash transactions. Specifically, banks must file a Currency Transaction Report (CTR) for any cash deposit, withdrawal, or exchange of currency exceeding $10,000 in a single business day.

Furthermore, federal law strictly prohibits "structuring." Structuring occurs when a person breaks up a large cash transaction into multiple smaller transactions (at one or more branches, or over one or more days) for the specific purpose of avoiding the $10,000 reporting requirement. Engaging in structuring is a violation of federal law, regardless of the source of the funds or the reason for the deposit.

Our records indicate a pattern of cash deposits in your account that may be inconsistent with these regulations. We request that you ensure all future cash activity complies with federal reporting requirements. We value your relationship; however, continued activity that appears to circumvent these laws may result in the restriction or permanent closure of your account.

If you have any questions regarding these regulations, please contact us at [Insert Phone Number] or visit your local branch.

Sincerely,

[Insert Name/Department]
[Insert Bank Name]
[Insert Compliance/Risk Management Division]