

[Date]

[Recipient Name]

[Compliance/Risk Department]

[Financial Institution Name]

[Street Address]

[City, State, Zip Code]

Subject: Formal Fiduciary Screening and Due Diligence Request

Dear [Recipient Name],

In accordance with our corporate governance policies and regulatory compliance requirements, [Company Name] is initiating a formal fiduciary screening for the following individual/entity:

- **Full Legal Name:** [Name]
- **Role/Capacity:** [e.g., Investment Advisor / Trustee / Fund Manager]
- **Tax Identification Number (if applicable):** [Number]

As the Corporate Treasurer, I request that your department perform a comprehensive background check and fiduciary validation. Please include the following in your screening report:

- Verification of professional licenses and registrations.
- Review of disciplinary history or pending legal actions.
- Verification of Assets Under Management (AUM) and insurance coverage.
- Conflict of interest disclosures.
- Compliance with Anti-Money Laundering (AML) and Know Your Customer (KYC) standards.

Please provide the results of this screening by [Date]. If further documentation is required from our side to complete this process, please notify me immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

[Printed Name]

Corporate Treasurer

[Company Name]