[Company Letterhead/Logo]

Strictly Confidential

Date: [Date]

To: [Customer Name]
Address: [Customer Address]
City, State, Zip: [City, State, Zip Code]

Subject: Request for Information Regarding Account Activities

Dear [Customer Name],

As part of our ongoing commitment to regulatory compliance and the prevention of financial crime, [Company Name] conducts periodic reviews of account activities. These reviews are required under the Anti-Money Laundering (AML) and Know Your Customer (KYC) regulations governed by [Relevant Regulatory Authority].

During a recent review of your account(s) ending in [Account Number(s)], we noted certain transactions that require further clarification. Specifically, we are requesting information regarding:

- The source of funds for the transaction(s) dated [Date] in the amount of [Amount].
- The primary purpose of the account and the nature of your business relationship with [Company Name].
- Documentation supporting the origin of wealth (e.g., pay slips, sale of assets, inheritance, or business financial statements).

To assist us in completing this review, please provide the requested documentation and a brief explanation by [Deadline Date]. You may submit these documents via [Submission Method, e.g., Secure Portal/Email/Physical Mail].

Please be advised that this is a routine compliance procedure. However, failure to provide the requested information may result in restrictions being placed on your account or the termination of our business relationship, as required by law.

If you have any questions regarding this request, please contact our Compliance Department at [Phone Number] or [Email Address].

Thank you for your prompt cooperation.

Sincerely,

[Name]
[Title]

Compliance Department
[Company Name]