

Date: [Insert Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that as part of our ongoing due diligence process, we will be conducting a review of our records and your ongoing engagement with our company. This is a standard procedure aimed at ensuring compliance with regulatory requirements and maintaining the integrity of our business relationships.

During this process, we may request additional information or clarification regarding certain aspects of our interaction. We appreciate your cooperation and timely response to any queries that may arise.

Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your continued partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]