

Letter of Reporting Requirements for Digital Currency Entities

Date: [Insert Date]

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

Dear [Recipient's Name],

We are writing to inform you of the reporting requirements applicable to digital currency entities under [insert relevant regulation or guideline]. As a digital currency entity, it is imperative that you adhere to the following reporting standards:

1. Transaction Reporting

All transactions involving digital currencies must be reported on a [daily/weekly/monthly] basis, including:

- Transaction date
- Transaction amount
- Wallet addresses involved

2. Customer Due Diligence

Entities are required to conduct customer due diligence and report:

- Customer identification details
- Know Your Customer (KYC) verification status

3. Suspicious Activity Reports

Any suspicious activities must be reported immediately as per our guidelines.

Please ensure that compliance with these requirements is integrated into your operational framework. Failure to meet these obligations may result in penalties as stipulated in [insert relevant regulation].

If you have any questions regarding these requirements, please do not hesitate to contact us at [insert contact information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]