

Anti-Money Laundering Due Diligence Letter

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company's Name]

Address: [Your Company's Address]

Email: [Your Email Address]

Phone: [Your Phone Number]

Dear [Recipient's Name],

Subject: Anti-Money Laundering Due Diligence Requirements for Global Trade

As part of our commitment to compliance with Anti-Money Laundering (AML) regulations, we wish to inform you of our due diligence requirements that must be fulfilled prior to engaging in any global trade transactions.

We require the following documentation:

- Proof of identity for all parties involved in the transaction.
- Source of funds documentation.
- Business registration and incorporation documents.
- Details of the business activities related to the transaction.
- Any relevant financial statements or tax documents.

We appreciate your cooperation in providing the requested information. Please send the documents to us by [Insert Deadline Date]. If you have any questions or need further clarification, feel free to contact us directly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]