

Financial Compliance Check Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

Email: [Your Email Address]

Phone: [Your Phone Number]

Dear [Recipient Name],

We are writing to inform you that a financial compliance check will be conducted on your account as part of our ongoing efforts to ensure adherence to regulatory standards and internal policies.

This compliance check will include the review of transaction records, account statements, and any associated documentation. The process will take place from [Start Date] to [End Date]. During this time, we may require additional information or clarification regarding your financial activities.

We appreciate your cooperation in this matter and are confident that together we can maintain the integrity of our financial operations. If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]