

Overseas Transaction Compliance Notification

Date: [Insert Date]

From: [Your Company Name]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you about compliance requirements regarding your recent overseas transaction with [Transaction Details]. In accordance with [relevant regulations or policies], we would like to remind you of the following:

- Verification of the recipient's identity.
- Documentation of the source of funds.
- Confirmation of transaction limits and thresholds.

Please ensure that all necessary documentation is submitted by [Insert Deadline] to avoid any interruptions in service.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Details]