

# Overseas Transaction Compliance Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request compliance documentation for an overseas transaction carried out on [Date of Transaction]. The transaction details are as follows:

- Transaction Amount: [Amount]
- Recipient Bank: [Bank Name]
- Transaction Reference Number: [Reference Number]

In compliance with [Regulation or Policy Name], I would appreciate it if you could provide the following documentation:

1. Proof of recipient identification.
2. Details of the purpose of the transaction.
3. Any additional relevant compliance documentation.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]