

Overseas Transaction Compliance Review

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you that your recent overseas transaction(s) conducted on [insert transaction date] is/are currently under review for compliance with relevant regulations and guidelines.

Our compliance team is committed to ensuring that all transactions adhere to the necessary legal requirements. In accordance with this, we kindly request the following documentation to assist in our review:

- Transaction details (including amount, purpose, and recipient information)
- Proof of fund sources
- Any relevant correspondence related to the transaction
- [Any additional documentation if required]

Please submit the requested documents by [Insert Deadline] to avoid any delays in processing your transactions. You may send them to our compliance department via email at [Insert Email Address] or by replying to this letter.

Thank you for your prompt attention to this matter. If you have any questions or require further clarification, please do not hesitate to contact us at [Insert Contact Number].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]