

Notification of Financial Account Examination

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter is to formally notify you that an examination of your financial account will be conducted on [Insert Date of Examination]. This examination is part of our routine compliance checks to ensure all financial records are accurate and in accordance with the regulations.

Please prepare the necessary documentation, including transaction records, account statements, and any other relevant information that may be required during the examination.

If you have any questions or need further clarification, do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]