

**Date:** [Insert Date]

**To:** [Insert Name of Purchaser/Client]

**Address:** [Insert Address]

**Re: Client Identification and Verification Requirements**

Dear [Insert Name],

In accordance with legal and regulatory requirements, our law firm is required to identify and verify the identity of all clients involved in financial transactions.

To comply with these regulations, please provide the following information and documentation:

**1. Individual Identification**

Please provide a clear copy of one of the following valid government-issued photo IDs:

- Passport
- Driver's License
- National Identity Card

**2. Proof of Address**

Please provide a utility bill or bank statement issued within the last three months clearly showing your name and residential address.

**3. Corporate/Entity Identification (if applicable)**

If the purchaser is a legal entity, please provide:

- Certificate of Incorporation or Articles of Organization
- Register of Directors and Officers
- Register of Beneficial Owners (holding 25% or more interest)

**4. Source of Funds**

Please provide a brief explanation and supporting documentation (e.g., bank statement, sale of asset, or loan agreement) regarding the source of the funds being used for this purchase.

Please return these documents to our office by [Insert Date]. All information provided will be kept strictly confidential and used solely for compliance purposes.

Should you have any questions, please do not hesitate to contact us.

Sincerely,

[Insert Name of Lawyer/Firm Representative]

[Insert Law Firm Name]