[Date]

[Recipient Name]
[Recipient Title/Department]
[Organization Name]
[Address]

Subject: Annual Anti-Money Laundering (AML) Training Certification - [Year]

To whom it may concern,

This letter serves as formal certification that [Company Name] has successfully completed its mandatory Annual Anti-Money Laundering (AML) and Counter-Terrorist Financing (CTF) training for the calendar year [Year].

In compliance with [Regulatory Authority Name] requirements and our internal compliance policy, the training covered the following areas:

- Identification and reporting of suspicious transactions.
- Customer Due Diligence (CDD) and Enhanced Due Diligence (EDD) procedures.
- Updates to local and international AML/CTF laws and regulations.
- Internal controls, monitoring, and record-keeping requirements.
- Sanctions screening processes.

The training was administered to all relevant employees, including management and front-line staff. Participation records, training materials, and assessment scores are maintained on file and are available for review upon request by authorized regulatory bodies.

I hereby certify that [Company Name] remains committed to maintaining a robust compliance framework to prevent financial crime.

Sincerely,

[Signature]
[Name of Compliance Officer]
[Title: Chief Compliance Officer / AML Officer]
[Company Name]