[Date]

To: [Executive Name]
From: [Compliance Department/Chief Compliance Officer]
Subject: Mandatory Executive Anti-Money Laundering (AML) Training

Dear [Executive Name],

As part of our commitment to regulatory compliance and the protection of [Company Name], you are required to complete the annual Anti-Money Laundering (AML) and Counter-Terrorist Financing (CTF) training session specifically designed for executive leadership.

This training covers:

- Current global and local regulatory requirements for the insurance sector.
- Executive oversight responsibilities and liability.
- High-level indicators of suspicious activity within insurance products.
- Reporting obligations and internal control frameworks.

Training Details:

- **Format:** [Online Portal / In-Person Session]
- **Deadline for Completion:** [Date]
- **Access Link/Location:** [URL or Room Number]

Completion of this training is a mandatory requirement under [Relevant Regulation/Law]. Please confirm your attendance or submit your completion certificate to the Compliance Department by the deadline mentioned above.

If you have any questions regarding this training or our current AML protocols, please contact [Contact Name/Department].

Best regards,

[Signature]
[Name]
[Title]