

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Bank Name]
[Legal/Compliance Department]
[Address Line 1]
[City, State, Zip Code]

RE: Notice of Representation and Formal Inquiry regarding Account Freeze

Account Name: [Name on Account]
Account Number: [Account Number]
Reference Number: [Any Bank Case Number, if known]

To the Compliance Officer / Legal Department,

Please be advised that this office has been retained to represent [Client Name] in relation to the administrative freeze or restriction currently placed on the above-referenced account(s).

Our client has informed us that they are currently unable to access funds or conduct transactions. We understand that these measures may have been taken in accordance with Anti-Money Laundering (AML) and Counter-Terrorism Financing (CTF) internal protocols or regulatory requirements.

On behalf of our client, we formally request the following information:

- The specific legal or regulatory basis for the freeze.
- A list of any specific documentation or information required from our client to facilitate the internal review and subsequent unfreezing of the account.
- The anticipated timeline for the completion of your investigation.

We are prepared to cooperate fully with your compliance department to verify the legitimacy of the source of funds and the nature of the transactions in question. Please find attached [Mention any initial supporting documents, e.g., Identification, Business Invoices, etc.].

Please direct all future correspondence regarding this matter to our office. We look forward to your prompt response to resolve this matter efficiently.

Sincerely,

[Signature]
[Printed Name]
[Title/Position]