

[Date]

[Recipient Name]

[Recipient Title/Company]

[Street Address]

[City, State, Zip Code]

**Subject: Status Update - Beneficial Ownership Information (BOI) Reporting**

Dear [Recipient Name],

I am writing to provide an update regarding the status of the Beneficial Ownership Information (BOI) report for **[Company Name]**, as required by the Financial Crimes Enforcement Network (FinCEN) under the Corporate Transparency Act.

Please find the current status of our filing below:

- **Entity Name:** [Company Name]
- **Filing Status:** [e.g., Pending / Filed / Accepted / Requires Correction]
- **Submission Date:** [Date of Submission or N/A]
- **FinCEN ID:** [If applicable, enter ID or "Pending"]
- **Report Confirmation Number:** [If applicable]

**Current Progress:**

[Briefly describe current stage, e.g., "We have successfully collected all necessary identification documents from beneficial owners and are currently reviewing the data before final electronic submission."]

**Next Steps:**

[Briefly describe next steps, e.g., "The final report is scheduled to be submitted by (Date). We will notify you once the official transcript or confirmation is received."]

If you have any questions or require additional documentation regarding this update, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]