**Financial Transactions and Reports Analysis Centre of Canada (FINTRAC)**

℅ XXX Contact Name, Compliance Officer

XXX Address 1

XXX Address 2

XXX Address 3

XXX Date

**RE:  FINTRAC Information Request Dated XXX Date**

On behalf of XXX Company Full Legal Name (XXX Company Short Form Name), please find attached the information that you have requested in advance of the examination scheduled to take place on XXX Examination Date.

For ease of use, we have created folders corresponding to the items that you have requested:

1. Introductory Materials,
2. Compliance Policy and Procedures,
3. Risk Assessment,
4. Organizational Chart,
5. Financial Information,
6. Employees,
7. UTR, ASTR & STR,
8. XXX Transaction Data
9. XXX Transaction Data
10. XXX Transaction Data

Where additional notes are required for any folder, these have been attached in the individual folders as separate documents.

XXX General notes about the business…

If you have any questions or concerns about the contents of this submission, please feel free to contact me any time.

Regards,

XXX Name, XXX Title

XXX Company Full Legal Name

XXX Address 1

XXX Address 2

XXX Address 3

P:  XXX Phone Number

E:  XXX Email Address