

NOTE TO APS: This letter is to request an extension on a hold on a client's account put into place by a financial institution or professional.

Agency letterhead

Date

Financial Institution Professional's Name and Address

RE: Request to continue disbursement/transaction hold while investigation continues for customer _____[Name]

Dear [Financial Institution Professional]:

Thank you for your cooperation regarding the above referenced matter. As you are aware, APS has been investigating suspected financial exploitation regarding this customer and *we are requesting more time to continue our investigation*. We understand that the disbursement/transaction hold that you have placed on this account during our investigation is set to expire on _____ pursuant to applicable rules, laws, regulations or regulatory guidance.

We need more time to conduct a thorough and complete investigation, so we respectfully request that you extend the disbursement/transaction hold to allow us to investigate further and best protect your customer. I will contact you again no later than [date] to provide further instructions.

Thank you again for your continued cooperation with this matter. Working together we can better protect the assets and well-being of your customer. If you have any questions or concerns or would like to discuss this matter further, please contact me at (_____).

Sincerely,

[Signature]

[Your name]

[Title]