

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: Notice of Disclosure of Financial Records

Dear [Customer Name],

In accordance with the Right to Financial Privacy Act of 1978 (12 U.S.C. § 3401-3422), you are hereby notified that the [Name of Government Agency] is requesting access to your financial records held by [Name of Financial Institution] for the following period: [Start Date] to [End Date].

The purpose of this request is: [State the specific administrative or law enforcement purpose].

Under the Right to Financial Privacy Act, you have the right to:

- Review the records that have been requested.
- Challenge the government agency's access to these records in federal court if you believe the records are not relevant to a legitimate law enforcement inquiry or if the agency has not complied with the Act.

If you wish to prevent the disclosure of these records, you must file a motion to quash the subpoena or a sworn statement in the appropriate United States District Court within ten (10) days of the date this notice was served upon you, or within fourteen (14) days of the date this notice was mailed to you.

Enclosed are the necessary forms and instructions should you choose to challenge this request in court.

Sincerely,

[Your Name/Official Representative]

[Title]

[Name of Government Agency/Department]