

[Your Name/Department Name]

[Organization Name]

[Address Line 1]

[Address Line 2]

[Date]

[Internal Audit Director/Compliance Officer Name]

[Organization Name]

[Address Line 1]

[Address Line 2]

RE: Formal Request for Audit of Suspicious Activity Reporting (SAR) Processes

Dear [Name],

I am writing to formally request a comprehensive audit of the organization's Suspicious Activity Report (SAR) filing processes and monitoring systems. The objective of this audit is to ensure full compliance with the Bank Secrecy Act (BSA) and related Anti-Money Laundering (AML) regulations.

The scope of this audit request includes, but is not limited to, the following areas:

- Review of automated transaction monitoring system alerts and parameters.
- Evaluation of the decision-making process for filing or not filing a SAR.
- Verification of the timeliness and accuracy of SAR electronic filings.
- Assessment of the confidentiality protocols regarding SAR documentation.
- Review of the follow-up procedures for continued suspicious activity.

Please provide a timeline for the commencement of this audit and a list of documentation required from our department to facilitate the review.

Thank you for your attention to this regulatory priority. I look forward to your response.

Sincerely,

[Signature]

[Your Printed Name]

[Your Title]