

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Regulatory Agency Name / Assessment Department]

[Address Line 1]

[City, State, Zip Code]

RE: Request for Review of Deposit Insurance Assessment Base Calculation

Dear [Recipient Name],

This letter serves as a formal request for a review of the deposit insurance assessment base calculation for [Financial Institution Name], FDIC Certificate Number [Insert Number], for the assessment period ending [Insert Date].

Upon internal review of our records and the corresponding assessment invoice dated [Insert Date], we believe there is a discrepancy regarding the following items:

- [Item 1: e.g., Total Assets reporting error]
- [Item 2: e.g., Exclusion of specific custodial accounts]
- [Item 3: e.g., Calculation of average consolidated total assets]

Specifically, our internal calculations indicate an assessment base of \$[Insert Amount], whereas the billed assessment was based on \$[Insert Amount]. We have attached supporting documentation, including [mention specific Call Report schedules or internal ledger exports], to verify our findings.

We request that your department reviews the attached data and adjusts our assessment base accordingly. If this review results in an overpayment, please advise on the process for a credit or refund toward our next assessment cycle.

Thank you for your assistance. Please contact [Contact Person Name] at [Phone Number] or [Email Address] should you require further clarification or additional documentation.

Sincerely,

[Signature]

[Name of Authorized Officer]

[Title]

[Financial Institution Name]

Enclosures: [List attached documents]