[Date]

[Recipient Name]
[Title]
[Institution Name]
[Address Line 1]
[Address Line 2]

RE: Acknowledgment of Deposit Insurance Assessment Rate Notification

Dear [Recipient Name],

This letter serves as formal acknowledgment that [Institution Name] has received the notification regarding the updated Deposit Insurance Assessment Rate as determined by the [Regulatory Authority Name, e.g., FDIC].

We have reviewed the assigned assessment rate of [Percentage]% which is scheduled to take effect on [Effective Date]. We understand that this rate is based on the institution's risk classification, financial ratios, and supervisory evaluations for the period ending [Quarter/Year].

Our finance department has updated our internal records to ensure that the appropriate assessment amounts are calculated and remitted according to the specified billing schedule. We acknowledge that the first payment reflecting this rate will be due on [Payment Due Date].

Should there be any further adjustments or if additional documentation is required from our side, please let us know.

Sincerely,

[Signature]
[Your Name]
[Your Title]
[Contact Information]