

[Date]

[Recipient Name]

[Recipient Title]

[Regulatory Authority Name]

[Address]

[City, State, Zip Code]

Subject: Notification of Regulatory Compliance Incident

Dear [Recipient Name],

This letter serves as a formal notification regarding a regulatory compliance incident identified by [Company Name] on [Date of Discovery].

1. Description of the Incident:

[Provide a brief and factual description of what happened, including the nature of the non-compliance.]

2. Date and Duration:

The incident occurred on [Date] and lasted until [Date/Time, or state if it is ongoing].

3. Regulations Affected:

This incident relates to the following regulation(s): [List specific laws, sections, or standards].

4. Impact Assessment:

[Describe the impact on data, safety, operations, or the public. State whether any third parties were affected.]

5. Corrective Actions Taken:

Upon discovery, [Company Name] took the following immediate steps to mitigate the issue:

- [Action 1]

- [Action 2]

6. Preventative Measures:

To prevent recurrence, we are implementing the following measures: [List long-term solutions or process changes].

We are committed to full transparency and cooperation. Please let us know if you require additional documentation or a formal meeting regarding this matter.

Sincerely,

[Signature]

[Your Name]

[Your Title]

[Company Name]
[Phone Number]
[Email Address]