

[Date]

[Executive Officer Name]

[Title]

[Institution Name]

[Address Line 1]

[City, State, Zip Code]

RE: Fair Lending Examination Data Request

Dear [Name],

In connection with the upcoming Fair Lending Examination of [Institution Name], scheduled to begin on [Start Date], please provide the data and documentation listed below. This request is made pursuant to [Regulatory Authority/Act].

Please submit the following items by [Due Date]:

- **Loan Application Registers (LARs):** Electronic records for [Year/Period] for all product lines including Mortgage (HMDA), Consumer, and Small Business loans.
- **Underwriting Policies:** Current credit policy manuals, underwriting guidelines, and any scoring models used for credit decisions.
- **Pricing Policies:** Rate sheets, overage/underage policies, and documentation regarding discretionary pricing or fee waivers.
- **Marketing Materials:** Copies of advertisements, outreach plans, and lists of target demographics or geographic areas for the past [Number] months.
- **Compensation Agreements:** Commission structures and incentive plans for loan officers and brokers.
- **Fair Lending Compliance Program:** Internal audit reports, risk assessments, and training logs related to Fair Lending and ECOA.
- **Complaint Logs:** A record of all consumer complaints alleging discrimination or unfair treatment.

Please provide the requested data in [Format, e.g., Excel or Secure Portal]. All sensitive information should be transmitted via encrypted methods.

If you have any questions regarding this request, please contact [Examiner Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Examiner Name]

[Title]

[Regulatory Agency]