

[Date]

[Employee Name]

[Employee ID/Department]

[Company Name]

Subject: Confirmation of Fair Lending Policy Update and Acknowledgment

Dear [Employee Name],

This letter serves to formally confirm that [Company Name] has updated its Fair Lending Policy, effective [Effective Date]. These updates have been implemented to ensure continued compliance with federal and state regulations, including the Equal Credit Opportunity Act (ECOA) and the Fair Housing Act (FHA).

The revised policy includes updates to the following areas:

- [Update Item 1]
- [Update Item 2]
- [Update Item 3]

As part of our commitment to fair and equitable lending practices, all employees are required to review the updated policy documents attached to this notice. Please ensure you understand the revised procedures and how they apply to your specific role.

By signing below, you acknowledge that you have received, read, and understood the updated Fair Lending Policy and agree to adhere to its guidelines in all professional activities.

Please return a signed copy of this confirmation to the Compliance Department by [Deadline Date].

Sincerely,

[Name of Compliance Officer]

[Title]

[Company Name]

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**Employee Acknowledgment:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_