Date: [Insert Date]

To:
[Name of Regulatory Body/Authority]
[Department Name]
[Address Line 1]
[City, State, Zip Code]

From:
[Reporting Institution Name]
[Internal Department]
[Address Line 1]
[Contact Information]

Subject: Notification of Market Risk Reporting Variance - [Reporting Period, e.g., Q3 2023]

Dear [Name of Contact Person or Regulatory Division],

This letter serves as formal notification regarding a reporting variance identified in our market risk disclosures for the period ending [Date].

1. Description of Variance:
The variance was identified in [Specific Report Name/Section, e.g., Value-at-Risk (VaR) Backtesting or Stressed VaR]. The discrepancy involves a difference between [Original Reported Figure] and [Revised/Actual Figure].

2. Root Cause:
The variance was caused by [Briefly state cause, e.g., data feed error, model recalibration delay, or manual processing oversight].

3. Impact Assessment:
The impact of this variance on our overall capital adequacy and risk profile is [Negligible/Material]. Specifically, the change in risk-weighted assets (RWA) is [Amount/Percentage].

4. Remediation Actions:
We have taken the following steps to address the issue and prevent recurrence:
- [Action 1, e.g., Correction of data mapping]
- [Action 2, e.g., Implementation of enhanced validation checks]
- [Action 3, e.g., Updated internal control procedures]

5. Attestation:
We confirm that all other aspects of the market risk report remain accurate. We are prepared to submit a revised report by [Date].

Please contact [Name] at [Phone Number/Email] should you require further clarification or additional documentation regarding this matter.

Sincerely,

[Signature]

[Name of Authorized Signatory]
[Title, e.g., Chief Risk Officer / Head of Regulatory Reporting]
[Institution Name]