

[Company Name]  
[Department/Unit]  
[Address Line 1]  
[Address Line 2]  
[Date]

[Recipient Name/Title]  
[Regulatory Authority Name]  
[Department Name]  
[Address]

**RE: Submission of Quarterly Capital Adequacy Report - Standardized Approach**

Dear [Recipient Name],

In accordance with [Insert Regulatory Regulation/Requirement Reference], [Company Name] hereby submits its capital adequacy calculation report for the period ending [Reporting Date].

This submission utilizes the Standardized Approach (SA) for the calculation of Risk-Weighted Assets (RWA) and the corresponding capital requirements. The enclosed documentation includes:

- Summary of Total Risk-Weighted Assets (RWA)
- Credit Risk exposures by asset class and risk-weighting
- Market Risk standardized calculations (if applicable)
- Operational Risk standardized indicators
- Common Equity Tier 1 (CET1), Tier 1, and Total Capital Ratios

We certify that the calculations provided herein are based on the financial records of [Company Name] and comply with the regulatory guidelines issued by [Regulatory Authority Name].

Should you require further clarification or additional supporting documentation regarding this submission, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]  
[Full Name]  
[Title/Position, e.g., Chief Risk Officer or Chief Financial Officer]