

Date: [Insert Date]

To: [Insert Name of Senior Management/Compliance Officer]

Institution: [Insert Institution Name]

Address: [Insert Institution Address]

Subject: Notification of Asset Quality Review (AQR) and Data Request

Dear [Insert Name],

This letter serves as formal notification that [Insert Regulatory Body/Reviewing Authority Name] will conduct an Asset Quality Review (AQR) of [Insert Institution Name] effective [Insert Start Date].

The objective of this review is to assess the adequacy of asset valuations, risk classifications, and provisioning levels to ensure the financial stability and transparency of your institution's portfolio.

To facilitate the preliminary phase of this review, you are required to submit the following data sets by no later than [Insert Deadline Date]:

- Loan Level Data (Current balances, interest rates, and maturity dates)
- Collateral Valuation Reports (Most recent appraisals for non-performing loans)
- Internal Risk Rating Methodology and Classification History
- Schedule of Provisioning and Impairment Charges
- Minutes from Credit Committee Meetings (Past 12 months)
- Detailed list of Restructured or Forborne Assets

Please provide the requested information in electronic format via the [Insert Secure Portal Name/Method]. All data must be accurate as of the reporting date of [Insert Cut-off Date].

Failure to provide complete and timely data may result in [Insert Consequences/Regulatory Actions].

Should you have any questions regarding the technical specifications of this data request, please contact [Insert Lead Inspector Name] at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Insert Signature]

[Insert Name]

[Insert Title]

[Insert Department/Organization]