

Date: [Insert Date]

To: [Insert Responsible Officer Name/Department]

From: [Insert Reviewing Officer/Audit Team Name]

Subject: Notification of Asset Quality Review Exception

Dear [Insert Name],

This letter serves as formal notification regarding an exception identified during the recent Asset Quality Review (AQR) conducted on [Insert Date of Review].

Asset Information:

- **Asset Name/ID:** [Insert ID Number]
- **Borrower/Entity:** [Insert Name]
- **Current Balance:** [Insert Amount]

Description of Exception:

[Insert detailed description of the deficiency, e.g., missing documentation, incorrect risk rating, collateral valuation discrepancy, or breach of covenant].

Required Action:

Please review the noted exception and provide a formal response or remediation plan by [Insert Deadline Date]. Your response should include:

- A root cause analysis for the exception.
- Corrective actions taken or planned.
- Expected date of resolution.

Failure to address this exception within the specified timeframe may result in an escalation to the Risk Management Committee.

If you have any questions regarding this finding, please contact [Insert Contact Name] at [Insert Phone/Email].

Sincerely,

[Insert Signature]

[Insert Printed Name]

[Insert Title]