

[Date]

[Name of Recipient]

[Title]

[Institution Name]

[Address]

Subject: Notification of Asset Quality Review (AQR) On-Site Inspection

Dear [Name of Recipient],

This letter serves as formal notification that [Name of Regulatory Body/Internal Audit Department] will conduct an on-site Asset Quality Review (AQR) of [Institution Name] starting on [Start Date] and ending on or about [End Date].

The primary objectives of this inspection are to:

- Assess the accuracy of asset classifications and provisioning levels.
- Evaluate the adequacy of credit risk management policies and procedures.
- Review the valuation of collateral held against non-performing loans.
- Ensure compliance with applicable regulatory reporting standards.

The inspection team, led by [Name of Lead Inspector], will require access to loan files, credit committee minutes, valuation reports, and relevant staff members. We request that you provide a dedicated workspace and access to your electronic records system for the duration of our visit.

Please find attached a preliminary Request List (Appendix A) detailing the documents and data sets required to be ready by [Deadline Date].

We request an introductory meeting with senior management on [Start Date] at [Time] to discuss the scope and logistics of the review. Please confirm receipt of this letter and provide the contact details of your designated liaison officer.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title]

[Organization Name]