

[Company Name/Logo]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Date]

[Recipient Name]

[Recipient Title]

[Institution Name]

[Address]

Subject: Notification of Preliminary Findings - Asset Quality Review (AQR)

Dear [Recipient Name],

This letter serves to provide the preliminary findings of the Asset Quality Review (AQR) conducted on [Institution Name], covering the review period of [Start Date] to [End Date].

The objective of this review was to evaluate the credit quality of the asset portfolio, the adequacy of provisioning, and the effectiveness of internal risk management processes. Based on our initial assessment, the following preliminary observations have been identified:

- **Classification Adjustments:** [Briefly describe any required reclassifications of loans or assets].
- **Provisioning Shortfalls:** [Note any identified gaps in the Allowance for Loan and Lease Losses (ALLL) or equivalent].
- **Documentation Deficiencies:** [List missing or incomplete credit files or collateral documentation].
- **Collateral Valuation:** [Note discrepancies in appraisal values or outdated valuations].

Please note that these findings are **preliminary** and subject to further discussion. We invite you to review the attached detailed report and provide a formal response or any supporting documentation to clarify these points by [Response Deadline Date].

A closing meeting to discuss these findings in detail has been scheduled for [Meeting Date/Time] via [Location/Platform].

We appreciate the cooperation extended by your staff during this review process.

Sincerely,

[Signature]

[Name of Lead Auditor/Reviewer]

[Title]

[Department/Agency Name]

Enclosure: Preliminary Asset Quality Detailed Report