

[Your Organization Name]
[Department/Division]
[Address]
[City, State, Zip Code]

[Date]

[Recipient Name]
[Title]
[Institution Name]
[Address]
[City, State, Zip Code]

RE: Notice of Asset Quality Review (AQR) and Scope of Examination

Dear [Recipient Name],

This letter serves as formal notification that [Your Organization Name] will conduct an Asset Quality Review (AQR) of [Institution Name] scheduled to commence on [Start Date]. The primary objective of this review is to evaluate the credit quality of the asset portfolio and the adequacy of credit risk management practices.

Scope of Examination:

The review will focus on the following areas:

- **Loan Portfolio Sample:** Detailed credit file review of high-value exposures, non-performing loans, and restructured credits as of [Cut-off Date].
- **Credit Administration:** Assessment of underwriting standards, documentation compliance, and collateral valuation accuracy.
- **Risk Rating Accuracy:** Verification of the internal risk rating system and the timeliness of rating migrations.
- **Allowance for Credit Losses:** Evaluation of the methodology and adequacy of reserves for loan and lease losses.
- **Concentration Risk:** Analysis of sector, geographic, and borrower group concentrations.

Information Request:

To facilitate a timely review, please provide the documents listed in the attached Appendix by [Submission Deadline]. All files should be uploaded via the secure portal provided below.

Logistics:

The examination team, led by [Lead Examiner Name], will conduct the review [on-site/remotely]. Please ensure that key personnel from the Credit and Risk departments are available for interviews during this period.

Should you have any questions regarding the scope or the requested materials, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]