

[Regulatory Authority Name]
[Department/Division]
[Address Line 1]
[City, State, Zip Code]

[Date]

[Recipient Name]
[Chief Executive Officer/Chief Risk Officer]
[Financial Institution Name]
[Address Line 1]
[City, State, Zip Code]

RE: Notification of Regulatory Asset Quality Review (AQR) Initiation

Dear [Recipient Name],

Pursuant to [Relevant Law/Regulation Section], this letter serves as formal notification that [Regulatory Authority Name] will conduct an Asset Quality Review (AQR) of [Financial Institution Name], effective [Start Date].

The objective of this review is to assess the adequacy of asset valuation, classification of credit exposures, and the sufficiency of loan loss provisions. The scope of this review will include, but is not limited to:

- Evaluation of credit risk management frameworks.
- Review of individual loan files and collateral valuations.
- Assessment of non-performing loan (NPL) recognition processes.
- Verification of data integrity within the credit portfolio.

To facilitate the commencement of this review, please provide the following preliminary documentation by [Submission Deadline]:

1. Current loan tape as of [Cut-off Date].
2. Internal credit risk rating policies and procedures.
3. Minutes from the Credit Committee for the past [Number] months.
4. List of top 50 largest credit exposures.

An entrance meeting has been scheduled for [Date] at [Time] via [Location/Digital Platform]. Please ensure that relevant heads of Credit Risk, Finance, and Internal Audit are available to attend.

The lead examiner for this engagement will be [Lead Examiner Name], who can be reached at [Email/Phone Number] for any logistical inquiries.

Sincerely,

[Signature]

[Name of Signing Officer]

[Title]

[Regulatory Authority Name]