

[Date]

[Recipient Name]

[Recipient Title]

[Regulatory Body or Agency Name]

[Address]

Subject: Acknowledgment of Examination Scope and Objectives

Dear [Recipient Name],

This letter serves to formally acknowledge receipt of the examination notification dated [Date of Notification] regarding the upcoming examination of [Company Name].

We have reviewed the defined scope and objectives of this examination, which include:

- [Scope/Objective Item 1]
- [Scope/Objective Item 2]
- [Scope/Objective Item 3]

We confirm our understanding of the areas to be reviewed and the intended goals of the examination process. [Company Name] is committed to cooperating fully with the examination team and will ensure that all requested documentation, personnel, and systems are made available in a timely manner.

The designated point of contact for this examination will be [Contact Person Name], who can be reached at [Phone Number] or [Email Address].

We look forward to working with your team.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]