

[Your Name/Department]
[Institution Name]
[Address]
[Date]

[Auditor Name]
[Audit Firm or Regulatory Agency Name]
[Address]

RE: Request for Clarification of BSA/AML Audit Findings - [Audit Period/Date]

Dear [Auditor Name],

We are in receipt of the draft report regarding the Bank Secrecy Act (BSA) and Anti-Money Laundering (AML) audit conducted on [Date]. We appreciate the thorough review provided by your team.

Upon reviewing the preliminary findings, we request further clarification on the following items to ensure our remediation efforts are accurately aligned with your expectations:

1. Finding Reference: [Insert Reference Number/Title]

[Provide a brief description of the specific finding]. We request clarification regarding the specific regulatory citation or internal policy benchmark used to determine this deficiency. Specifically, [Insert specific question].

2. Finding Reference: [Insert Reference Number/Title]

[Provide a brief description of the specific finding]. Does this finding represent a systemic failure in our automated monitoring system, or is it categorized as an isolated human error incident?

3. Remediation Expectations:

For finding [Number], please clarify if the proposed corrective action requires a retrospective look-back of transactions or if prospective implementation of the new control is sufficient.

We remain committed to maintaining a robust BSA/AML compliance program. We would welcome the opportunity to discuss these points via a brief conference call or meeting on [Date/Time].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]