

[Your Institution's Name]
[Department Name]
[Address]
[City, State, Zip Code]

[Date]

[Auditor's Name/Regulatory Agency]
[Audit Firm/Agency Name]
[Address]
[City, State, Zip Code]

RE: Response to Audit Findings - Suspicious Activity Report (SAR) Filing Process

Dear [Auditor Name],

This letter serves as the official response to the audit report dated [Date of Audit Report] regarding our institution's Suspicious Activity Report (SAR) filing procedures and compliance with Bank Secrecy Act (BSA) requirements.

We acknowledge the findings identified during the audit period of [Start Date] to [End Date]. Below are our responses and the corrective actions taken:

1. Audit Finding: [Brief Title of Finding, e.g., Late Filings]

Management Response: [Agree/Disagree]. [Explanation of why the issue occurred].

Corrective Action: [Describe steps taken to fix the issue, such as new software, updated training, or revised workflows].

Implementation Date: [Date]

2. Audit Finding: [Brief Title of Finding, e.g., Inadequate Narratives]

Management Response: [Agree/Disagree]. [Explanation].

Corrective Action: [Describe steps taken, such as implementing a new SAR narrative template or quality control review].

Implementation Date: [Date]

Ongoing Monitoring:

To ensure continued compliance, the BSA Compliance Officer will perform [Monthly/Quarterly] internal reviews of SAR filings to verify timeliness and narrative quality. These results will be reported directly to the Board of Directors.

We remain committed to maintaining a robust Anti-Money Laundering program. Please contact [Contact Name] at [Phone Number] if you require additional documentation.

Sincerely,

[Signature]

[Name of BSA Officer/Compliance Manager]
[Title]