

[Company Name]
[Compliance Department]
[Street Address]
[City, State, Zip Code]

[Date]

RE: Suspicious Activity Report (SAR) Filing Deadline Confirmation

To: [Relevant Department/Personnel Name]

This letter serves as formal confirmation regarding the filing deadline for the Suspicious Activity Report (SAR) associated with the following internal investigation:

- **Case Reference Number:** [Insert Number]
- **Date of Discovery:** [Insert Date]
- **Subject Name:** [Insert Name/Entity]

Based on the date of discovery and federal regulatory requirements, the mandatory filing deadline is as follows:

SAR Filing Deadline: [Insert Date]

Please ensure that all required documentation, narratives, and supporting evidence are finalized and submitted to the Compliance Department no later than [Insert Time/Internal Cut-off Date] to ensure timely electronic submission through the BSA E-Filing System.

Failure to meet this deadline may result in regulatory non-compliance and potential penalties for the institution.

If you have any questions or require assistance with the filing process, please contact the Compliance Officer immediately at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of Compliance Officer]
[Title]
[Company Name]