Date: [Insert Date]

To: [Insert Name of Compliance Officer/Department]
From: [Insert Your Name/Title]
Subject: Initial Suspicious Activity Report (SAR) Filing Deadline Compliance

Dear [Insert Name],

This letter serves as formal notification regarding the identification of activity deemed suspicious under [Insert Applicable Regulation, e.g., Bank Secrecy Act/FinCEN regulations].

Summary of Activity:
On [Insert Date of Detection], the following activity was identified as potentially suspicious: [Insert Brief Description of Activity and Subject Name/Account Number].

Filing Deadline:
Pursuant to regulatory requirements, an initial Suspicious Activity Report (SAR) must be filed within 30 calendar days of the initial date of detection. If no suspect has been identified, the filing deadline is extended to 60 calendar days.

The mandatory filing deadline for this case is: **[Insert Date]**.

Current Status:
The investigation is currently [In Progress/Complete]. All necessary documentation, including transaction logs and identification details, is being compiled to ensure a complete and accurate narrative for the FinCEN report.

Please ensure that the filing is submitted through the BSA E-Filing System on or before the deadline stated above to maintain regulatory compliance and avoid potential penalties.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]