

URGENT: SAR FILING DEADLINE WARNING

Date: [Insert Date]

To: [Insert Compliance Officer Name / Department Name]

From: [Insert Investigator Name/Internal Audit]

Subject: Impending Regulatory Deadline for Suspicious Activity Report (SAR)

This letter serves as a formal notification regarding the investigation of Case ID: [Insert Case Number] involving [Insert Subject Name/Entity].

Our internal investigation concluded on [Insert Date], confirming that the activity meets the regulatory criteria for "suspicious activity." According to FinCEN regulations and institutional policy, a Suspicious Activity Report (SAR) must be filed within 30 days of the initial date of detection.

Critical Filing Details:

- **Date of Detection:** [Insert Date]
- **Regulatory Filing Deadline:** [Insert Date]
- **Days Remaining:** [Insert Number]

Failure to file this report by the deadline stated above may result in regulatory non-compliance, potential fines, and legal penalties for the institution.

Please confirm receipt of the investigation file and provide notification once the SAR has been successfully transmitted to the appropriate regulatory body.

If you require additional documentation or clarification regarding the narrative of the case, please contact [Insert Contact Name] at [Insert Phone/Email] immediately.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]