

Date: [Insert Date]

To: [Compliance Officer Name / Department Name]

From: [Internal Audit / Monitoring Department]

Subject: URGENT: Suspicious Activity Report (SAR) Filing Deadline Reminder

Dear [Name],

This letter serves as a formal reminder regarding the mandatory filing deadline for a Suspicious Activity Report (SAR) related to the following internal investigation:

- **Case Reference Number:** [Insert Number]
- **Subject Name:** [Insert Name/Entity]
- **Date Activity Detected:** [Insert Date]
- **Regulatory Filing Deadline:** [Insert Deadline Date]

According to federal regulations, a SAR must be filed no later than 30 calendar days after the date of initial detection of facts that may constitute a basis for filing a SAR. If no suspect was identified on the date of detection, the time period is extended to 60 days.

Our records indicate that the deadline is approaching in [Number] days. Please ensure that the FinCEN Form 111 is completed and submitted electronically via the BSA E-Filing System prior to the close of business on the deadline date stated above.

Failure to file within the prescribed timeframe may result in regulatory penalties and increased scrutiny during examinations.

Please confirm receipt of this reminder and provide notification once the filing has been successfully submitted.

Regards,

[Your Name]

[Your Title]

[Organization Name]