

Date: [Insert Date]

To: All Applicable Staff and Department Heads

From: Compliance Department

Subject: MANDATORY EDUCATION: Fair Lending Act Compliance and Training Requirements

Dear Team,

To ensure our institution remains in full compliance with the Fair Housing Act (FHA) and the Equal Credit Opportunity Act (ECOA), the Compliance Department is mandating a new round of Fair Lending Act education for all employees involved in the credit process.

Objective:

This mandate is designed to prevent discriminatory practices, address potential unconscious bias, and ensure that all applicants are treated with equity and transparency throughout the lending lifecycle.

Requirements:

- **Course Title:** [Insert Course Name, e.g., Fair Lending Fundamentals 2024]
- **Deadline for Completion:** [Insert Date]
- **Format:** [Online Module / In-Person Seminar]

Key Topics Covered:

- Identification of Redlining and Steering practices.
- Understanding Disparate Treatment vs. Disparate Impact.
- Regulatory updates regarding protected classes.
- Proper documentation and communication standards.

Compliance Notice:

Completion of this training is a regulatory requirement. Failure to complete the assigned modules by the specified deadline may result in the suspension of lending authorities and further administrative action. Please submit your certificate of completion to the Compliance Portal once finished.

If you have questions regarding these mandates or require technical assistance, please contact the Compliance Officer at [Insert Email/Phone Number].

Sincerely,

[Name of Compliance Director]
Chief Compliance Officer
[Institution Name]