

[Company Header/Logo]

[Date]

[Regulatory Authority Name]

[Department Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Notification of Readiness for Capital Adequacy Assessment Examination

Dear [Name of Lead Examiner or Director],

This letter serves as formal notification that [Institution Name] is prepared for the upcoming Capital Adequacy Assessment Examination, scheduled to commence on [Start Date].

In preparation for this review, we have ensured that our Internal Capital Adequacy Assessment Process (ICAAP) documentation, risk management frameworks, and capital planning models are current and accessible. We have designated [Name of Liaison] as our primary point of contact to facilitate data requests and coordinate interviews with key personnel.

The following items are available for your review via our secure document portal:

- Updated Capital Adequacy Policy and Framework
- Stress Testing Methodologies and Results
- Governance and Board Oversight Minutes
- Internal Audit Reports related to Capital Management
- Current Risk Appetite Statement

We confirm that all requested preliminary data has been uploaded to the [Portal Name/System] as of [Date]. We look forward to a productive examination process.

Sincerely,

[Signature]

[Name of Signing Officer]

[Title, e.g., Chief Risk Officer or Chief Financial Officer]

[Institution Name]