

[Company Header/Logo]

[Date]

[Recipient Name]

[Title/Department]

[Regulatory Agency/Organization Name]

[Address]

Subject: Bank Secrecy Act (BSA) and Anti-Money Laundering (AML) Remediation Strategy

Dear [Recipient Name],

This letter outlines the remediation strategy of [Institution Name] to address the deficiencies identified in the [Audit/Examination Report Date] regarding our BSA/AML compliance program.

1. Governance and Oversight

We have enhanced our board oversight by establishing a dedicated Compliance Committee. This committee will receive monthly reports on remediation progress to ensure accountability and resource allocation.

2. Risk Assessment Update

The institution is currently updating its Enterprise-Wide Risk Assessment (EWRA) to include a more granular analysis of [specific product/geography/customer types]. This update will be completed by [Date].

3. Internal Controls and Procedures

We are revising our written policies to strengthen our Customer Due Diligence (CDD) and Enhanced Due Diligence (EDD) protocols. Specific focus is being placed on beneficial ownership verification and the identification of Politically Exposed Persons (PEPs).

4. Transaction Monitoring and SAR Filing

To improve suspicious activity detection, we are [upgrading software/re-calibrating rules] within our transaction monitoring system. We are also implementing a back-log clearing project for pending alerts, expected to be finalized by [Date].

5. Training Program

All staff and board members will undergo mandatory, role-specific BSA/AML training. This training will focus on the identification of "red flags" and the internal reporting process for suspicious activities.

6. Independent Testing

Upon completion of these remediation steps, we have engaged [External Audit Firm] to conduct an independent review to validate the effectiveness of the new controls by [Target Date].

We remain committed to maintaining a robust compliance culture. We will provide your office with [Monthly/Quarterly] progress updates until all items are fully remediated.

Sincerely,

[Signature]

[Name]

[Title, e.g., Chief Compliance Officer]

[Institution Name]