

[Date]

[Name of Recipient/Regulator]

[Department Name]

[Regulatory Authority Name]

[Address Line 1]

[Address Line 2]

RE: Submission of Internal Capital Adequacy Assessment Process (ICAAP) Report for [Year]

Dear [Name/Title],

On behalf of [Financial Institution Name], we are formally submitting the Internal Capital Adequacy Assessment Process (ICAAP) report for the period ending [Date].

This report has been prepared in accordance with the regulatory requirements set out in [Reference specific regulation/guideline]. The ICAAP report provides a comprehensive assessment of our risk profile, the adequacy of our internal capital levels, and our capital planning strategy under both base-case and stressed scenarios.

The Board of Directors approved this ICAAP submission on [Date]. The Board confirms that:

- The institution has adequate capital to support its current and projected risk profile.
- Risk management frameworks and internal controls are robust and regularly reviewed.
- The capital planning process is integrated into the overall strategic and business planning of the institution.

A digital copy of the full report and supporting documentation is enclosed with this letter. Should you require any further clarification or additional information, please contact [Name of Contact Person] at [Phone Number] or [Email Address].

Yours sincerely,

[Signature]

[Name of Authorized Signatory]

[Title/Position, e.g., Chief Executive Officer]

[Financial Institution Name]

Enclosures: [List of documents, e.g., ICAAP Report, Risk Register, Stress Testing Results]