[Date]

[Recipient Name/Department]
[Regulatory Agency Name or Regional Office]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

RE: Self-Disclosure of Truth in Lending Act (TILA) Compliance Matter - APR Calculation Error

Dear [Contact Person or Examiner-in-Charge],

Pursuant to [applicable regulatory guidance or voluntary disclosure policy], [Financial Institution Name] is formally disclosing a clerical error identified in the calculation of the Annual Percentage Rate (APR) for certain consumer credit transactions governed by the Truth in Lending Act (TILA) and Regulation Z.

1. Nature of the Error:
The error was identified on [Date] during a [internal audit/routine compliance review]. The discrepancy was caused by [briefly state cause, e.g., an incorrect software parameter/manual data entry error/omission of a finance charge component]. This resulted in the disclosed APR being [understated/overstated] by [percentage amount].

2. Scope of Affected Accounts:
The error impacted [Number] accounts originated between [Start Date] and [End Date]. The total amount of the finance charge variance across all affected accounts is approximately $[Amount].

3. Remediation and Corrective Action:
[Financial Institution Name] has taken the following steps to address the matter:

- The underlying [system/process] error was corrected on [Date].
- For all active accounts, a reimbursement plan has been initiated to credit the accounts of affected consumers to ensure they pay no more than the lower of the disclosed APR or the actual APR, in accordance with Section 108(e) of TILA.
- For closed accounts, refund checks are being mailed to the last known address of the affected consumers.
- Corrective TILA disclosure statements are being issued where applicable.

4. Preventive Measures:
To prevent recurrence, the institution has implemented [briefly state measures, e.g., enhanced secondary review processes, updated training modules, or software patches].

We are committed to full compliance with consumer protection regulations and are available to provide additional documentation or data regarding this matter upon your request.

Sincerely,

[Signature]
[Name of Authorized Officer]
[Title]
[Financial Institution Name]
[Phone Number]
[Email Address]