

[Company Letterhead]

[Date]

[Regulator Name/Agency]

[Division of Consumer Protection/Compliance]

[Address]

[City, State, Zip Code]

RE: Self-Disclosure of Truth in Lending Act (TILA) Violation and Restitution Plan

To Whom It May Concern,

This letter serves as formal notification by [Financial Institution Name] regarding a self-identified non-compliance issue concerning the Truth in Lending Act (TILA), implemented by Regulation Z.

1. Description of the Error

During a [routine internal audit/periodic review] conducted on [Date], our compliance team identified an error in the calculation of [Finance Charges/Annual Percentage Rate (APR)]. The error was caused by [brief description of cause, e.g., manual entry error, software misconfiguration, or incorrect fee inclusion].

2. Scope of Impact

The error affected [Number] accounts originated between [Start Date] and [End Date]. The total amount of the overcharge across all affected accounts is estimated at \$[Total Amount].

3. Corrective Action and Restitution

Upon discovery, [Financial Institution Name] immediately [description of immediate fix, e.g., updated the LOS system/ceased the specific practice]. We have initiated a restitution plan to reimburse all affected customers. Restitution will include:

- Refund of the overcharged amount.
- Adjustment of any accrued interest related to the overcharge.
- Issuance of corrected disclosure statements where applicable.

4. Customer Notification

Affected customers will be notified via mail no later than [Date]. A sample copy of the customer notification letter is attached to this disclosure for your review.

5. Prevention Measures

To prevent recurrence, we have implemented the following internal controls: [list measures, e.g., enhanced staff training, quarterly automated testing, or secondary verification processes].

We are committed to full transparency and fair lending practices. Please contact [Name of Contact Person] at [Phone Number] or [Email Address] if you require additional documentation or information regarding this matter.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Financial Institution Name]