[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

[Date]

[Consumer Financial Protection Bureau / Relevant Regulatory Agency Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Re: Self-Disclosure of Truth In Lending Act (TILA) Periodic Statement Inaccuracy

To Whom It May Concern,

This letter serves as a formal self-disclosure by [Company Name] regarding a discovered inaccuracy in periodic statements provided to consumers, as governed by the Truth in Lending Act (Regulation Z).

1. Description of the Inaccuracy:
[Provide a clear description of the error, e.g., incorrect interest rate display, failure to disclose certain fees, or miscalculation of the balance subject to interest rate.]

2. Period of Occurrence:
The error affected statements issued between [Start Date] and [End Date].

3. Scope of Affected Consumers:
Approximately [Number] accounts were impacted by this periodic statement inaccuracy.

4. Root Cause:
[Explain how the error occurred, e.g., software glitch, manual data entry error, or system migration issue.]

5. Remediation and Corrective Action:
[Company Name] has taken the following steps to resolve the issue:

- [Step 1: e.g., Corrected the system logic.]
- [Step 2: e.g., Issued corrected statements or notices to affected consumers.]
- [Step 3: e.g., Credited consumer accounts for any overcharges (if applicable).]

6. Preventive Measures:
To prevent recurrence, we have implemented [Description of new controls, audits, or training].

We are committed to regulatory compliance and maintaining transparency with our customers and regulators. Please contact [Contact Name] at [Phone Number] or [Email Address] if you require additional information.

Sincerely,

[Signature]

[Name of Authorized Officer]
[Title]
[Company Name]