

[Your Name/Title]
[Your Organization Name]
[Address Line 1]
[Address Line 2]
[Date]

[Name of Supervisory Contact/Examiner]
[Regulatory Agency Name]
[Agency Address Line 1]
[Agency Address Line 2]

RE: Response to Matters Requiring Attention (MRA) - [Reference Number/Examination Date]

Dear [Name of Contact],

This letter serves as the formal response from [Organization Name] regarding the Matters Requiring Attention (MRA) identified during the examination concluded on [Date]. We acknowledge the findings and are committed to addressing the underlying issues within the specified timeframes.

1. MRA Title: [Insert MRA Title]

- **Remediation Plan:** [Describe the specific steps taken or being taken to resolve the issue].
- **Responsible Party:** [Name and Title of the individual overseeing this item].
- **Completion Date:** [Expected or actual completion date].
- **Current Status:** [In-progress / Completed / Pending].

2. MRA Title: [Insert MRA Title]

- **Remediation Plan:** [Describe the specific steps taken or being taken to resolve the issue].
- **Responsible Party:** [Name and Title of the individual overseeing this item].
- **Completion Date:** [Expected or actual completion date].
- **Current Status:** [In-progress / Completed / Pending].

Internal Oversight and Validation

To ensure sustainable remediation, [Organization Name] has implemented the following oversight measures: [Briefly mention Board oversight, internal audit review, or updated policy controls].

We will provide [Monthly/Quarterly] progress updates until all items are fully remediated and validated. Please contact [Contact Name] at [Phone/Email] should you require additional documentation or clarification.

Sincerely,

[Signature]

[Printed Name]

[Title]