

[Date]

[Recipient Name]

[Recipient Title]

[Regulatory Agency Name]

[Address]

[City, State, Zip Code]

RE: Response to Community Development Lending Performance Evaluation / Highlight Request

Dear [Recipient Name],

In response to your request regarding our community development lending activities, [Bank Name] is pleased to submit the following highlights for the evaluation period of [Start Date] to [End Date]. Our institution remains committed to supporting the economic vitality of our community through targeted financial solutions.

During this period, our community development lending focused on the following key areas:

- **Affordable Housing:** We provided \$[Amount] in financing for the construction and rehabilitation of [Number] units specifically designated for low-to-moderate income (LMI) individuals and families.
- **Community Services:** We extended \$[Amount] in loans to non-profit organizations that provide essential services, including [list services, e.g., healthcare, education, or childcare], primarily benefiting LMI residents.
- **Economic Development:** [Bank Name] funded \$[Amount] in loans to small businesses and initiatives that promote permanent job creation and retention for LMI workers in distressed areas.
- **Revitalization and Stabilization:** We committed \$[Amount] toward projects aimed at revitalizing [Name of Neighborhood/Zone], an officially designated disaster or distressed area.

A notable project during this cycle was the [Name of Specific Project]. This initiative provided [Description of Impact], which addressed a critical need for [Reason why it was important for the community].

We have attached the detailed data sheets and supporting documentation for each loan mentioned above to verify their eligibility under Community Reinvestment Act (CRA) guidelines.

Thank you for the opportunity to highlight our efforts. Please contact [Contact Name] at [Phone Number] or [Email Address] should you require further information.

Sincerely,

[Signature]

[Name of Officer]

[Title]

[Bank Name]