[Date]
[Institution Name]
[Department/Compliance Division]
[Address]
[City, State, Zip Code]

RE: Correction of Action Taken Status for HMDA Reporting

Application/Loan Number: [Insert Number]
Applicant Name: [Insert Name]
Property Address: [Insert Address]

To Whom It May Concern,

This letter serves as formal notification regarding a correction to the "Action Taken" status for the above-referenced mortgage application entry as required by the Home Mortgage Disclosure Act (HMDA).

Upon internal review, it was determined that the status for this entry was previously recorded incorrectly. Please update the records to reflect the accurate status as follows:

- **Original Status Recorded:** [Insert Incorrect Status]
- **Corrected Status:** [Insert Correct Status]
- **Action Date:** [Insert Date Action Was Taken]

Reason for Correction:
[Provide brief explanation, e.g., Clerical error, misinterpretation of withdrawal vs. denial, or updated file documentation.]

This correction ensures that our Loan Application Register (LAR) accurately reflects the final disposition of the application in compliance with Regulation C requirements.

If any additional documentation is required to finalize this change in our reporting system, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Title/Position]