

[Company Letterhead]

[Date]

[Recipient Name]

[Title]

[Regulatory Agency Name]

[Address]

[City, State, Zip Code]

RE: Remediation Action Plan for Home Mortgage Disclosure Act (HMDA) Data Errors

Dear [Recipient Name],

This letter serves as the formal Remediation Action Plan for [Institution Name] following the identification of data reporting errors in our [Year] HMDA Loan Application Register (LAR).

1. Identification of Errors

Internal reviews conducted on [Date] identified inaccuracies in the following data fields: [List Fields, e.g., Debt-to-Income Ratio, Action Taken Date, etc.]. These errors affected approximately [Number/Percentage] of the total entries for the reporting period.

2. Root Cause Analysis

Our investigation determined the primary cause of these errors to be [Briefly describe cause, e.g., software integration failure, manual entry oversight, or lack of staff training].

3. Corrective Actions Taken

The following steps have been initiated to rectify the current data and prevent future occurrences:

- Data Scrubbing: A 100% audit of the affected fields is underway to ensure accuracy.
- System Updates: [Describe any software patches or configuration changes].
- Resubmission: [Institution Name] will resubmit the corrected [Year] HMDA LAR by [Date].

4. Future Preventative Measures

To ensure ongoing compliance, we have implemented:

- Enhanced quarterly internal audits of HMDA data.
- Mandatory HMDA reporting training for all loan processing staff, to be completed by [Date].
- Implementation of secondary verification software for data validation prior to submission.

5. Timeline

We anticipate all remediation activities and staff training will be completed no later than [Date].

Please contact [Contact Person Name] at [Phone Number] or [Email Address] if you require additional information regarding this plan.

Sincerely,

[Signature]

[Printed Name]

[Title/Compliance Officer]

[Institution Name]