

Date: [Insert Date]

[Recipient Name/Regulator Name]

[Department Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Notification of Systemic Data Error in HMDA Reporting

Dear [Contact Person Name or Regulator],

This letter serves as formal notification that [Financial Institution Name] has identified a systemic data error affecting our Home Mortgage Disclosure Act (HMDA) reporting for the [Year] calendar year(s).

Description of the Error:

The error was identified as [Brief description of error, e.g., a software mapping failure, incorrect data entry logic, or misinterpretation of a specific field requirement]. This resulted in the inaccurate reporting of [List specific Data Fields affected, e.g., Debt-to-Income Ratio, Rate Spread, or Action Taken Date].

Scope and Impact:

Preliminary analysis indicates that approximately [Number] entries in our Loan Application Register (LAR) were impacted. This represents approximately [Percentage]% of our total reported records for the period.

Root Cause:

The root cause of this discrepancy was determined to be [Brief explanation of cause, e.g., a technical glitch during the system upgrade on Date].

Corrective Actions:

Upon discovery, [Financial Institution Name] initiated the following steps:

- Implemented a technical fix to the reporting system on [Date].
- Initiated a comprehensive internal audit of the affected data.
- Enhanced our data validation protocols to prevent recurrence.

Proposed Resolution:

We intend to [resubmit the corrected LAR / provide a supplemental data file] no later than [Date]. We are committed to maintaining the integrity of our regulatory reporting and are available to discuss this matter further at your convenience.

Sincerely,

[Signature]

[Name of Authorized Officer]

[Title]

[Financial Institution Name]

[Phone Number]

[Email Address]