

[Your Company Name]
[Department Name]
[Address]
[City, State, Zip Code]

[Date]

[Vendor Name]
[Contact Person Name]
[Vendor Address]
[City, State, Zip Code]

RE: Notice of HMDA Data Discrepancy and Request for Correction

Dear [Contact Name],

This letter is to formally notify you of discrepancies identified in the Home Mortgage Disclosure Act (HMDA) data transmitted via your platform/software for the [Year] reporting cycle.

During our internal quality control review, we identified the following errors regarding the Loan Application Register (LAR) data:

- **Application/Loan Number(s):** [Insert Numbers]
- **Identified Error:** [Describe specific data field error, e.g., incorrect action taken date, loan type misclassification, etc.]
- **Expected Value:** [Insert Correct Data]

As these errors impact our regulatory compliance and the accuracy of our annual HMDA submission, we request that you perform the following actions immediately:

1. Correct the identified records within your system.
2. Verify that the transmission logic aligns with current Consumer Financial Protection Bureau (CFPB) Filing Instructions Guides (FIG).
3. Provide written confirmation once the corrections have been implemented.
4. Provide a revised data file or transmission confirmation for our records.

Please provide a response regarding the resolution of these items by [Date].

Thank you for your prompt attention to this matter. If you have any questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]