

Date: [Insert Date]

To: [Recipient Name/Department]

Position: [Recipient Job Title]

Company: [Company Name]

Subject: FORMAL WARNING: Regulatory Reporting Inaccuracy

Dear [Recipient Name],

This letter serves as a formal warning regarding inaccuracies identified in the regulatory reports submitted for the period of [Insert Reporting Period].

Upon review of the filing dated [Insert Date], the following discrepancies were noted:

- [Description of error 1]
- [Description of error 2]
- [Description of error 3]

The integrity of our regulatory reporting is critical to maintaining compliance with [Name of Regulatory Body/Law]. Inaccurate filings pose significant financial and legal risks to the organization, including potential fines and loss of licensing.

Required Actions:

1. Immediate correction and resubmission of the affected reports by [Insert Deadline Date].
2. A written explanation detailing the cause of these inaccuracies.
3. A summary of the internal controls implemented to prevent future occurrences.

Failure to rectify these errors or further instances of non-compliance may result in additional disciplinary action, up to and including termination of employment.

Please acknowledge receipt of this letter by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

Acknowledgment of Receipt:

[Recipient Signature]

[Date]