

[Your Institution Name]
[Street Address]
[City, State, Zip Code]

[Date]

[Name of Contact Person/Commissioner]
[State Banking Authority Name]
[Department Address]
[City, State, Zip Code]

RE: Consent Order Case No. [Insert Case Number]

Dear [Name of Commissioner],

On behalf of [Financial Institution Name], I am writing to formally submit the signed Consent Order regarding the recent examination findings and administrative proceedings initiated by the [State Banking Authority Name].

By executing this agreement, [Financial Institution Name] acknowledges the terms and conditions outlined in the Order. The Board of Directors has reviewed the document and passed a resolution authorizing the execution of this Consent Order to resolve the identified regulatory concerns.

We are committed to full compliance with the corrective actions stipulated in the agreement, including:

- [Requirement 1: e.g., Enhancement of AML/BSA protocols]
- [Requirement 2: e.g., Improvement of capital adequacy ratios]
- [Requirement 3: e.g., Submission of periodic progress reports]

Enclosed please find the original signature page executed by the authorized representatives of our institution. We look forward to working closely with your department to ensure all remedial measures are completed within the specified timeframes.

Please acknowledge receipt of this document. If you require further information, please contact [Name of Compliance Officer] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]
[Title, e.g., President/CEO]
[Financial Institution Name]

Enclosure: Signed Consent Order Agreement