

DATE: [Insert Date]

TO: [Employee Name/Department Head Name]

FROM: [Compliance Officer Name/Title]

RE: NOTICE OF NON-COMPLIANCE: Bank Secrecy Act (BSA) Training Requirements

Dear [Name],

This letter is to formally notify you that our records indicate a deficiency regarding the mandatory Bank Secrecy Act (BSA) and Anti-Money Laundering (AML) annual staff training requirements.

Regulatory guidelines require all relevant personnel to complete specific training to ensure the institution remains compliant with federal laws. As of the date of this letter, the following deficiency has been noted:

- **Deficiency Type:** [Incomplete Training / Failed Assessment / Overdue Deadline]
- **Required Course:** [Insert Course Name]
- **Original Deadline:** [Insert Date]

Failure to complete this training poses a regulatory risk to the institution. You are required to rectify this deficiency by completing the necessary modules and/or assessments no later than **[Insert Final Deadline Date]**.

Please provide a copy of your completion certificate to the Compliance Department once finished. If you believe this notice has been sent in error, or if you are experiencing technical difficulties accessing the training portal, please contact [Department/Name] immediately.

Failure to meet this final deadline may result in further administrative action.

Sincerely,

[Signature]

[Name of Compliance Officer]

[Title]

[Institution Name]