DATE: [Insert Date]

TO:
[Compliance Officer Name]
[Financial Institution Name]
[Address Line 1]
[Address Line 2]

RE: NOTICE OF PENALTY ASSESSMENT - FAILURE TO FILE SUSPICIOUS ACTIVITY REPORT (SAR)

Dear [Name of Compliance Officer/Principal],

This letter serves as formal notification that [Name of Regulatory Body] has assessed a civil money penalty against [Financial Institution Name] in the amount of $[Amount].

Following a recent examination of your institution's records covering the period of [Start Date] to [End Date], it was determined that the institution failed to comply with the reporting requirements of the Bank Secrecy Act (BSA) and its implementing regulations.

Specifically, the institution failed to file a Suspicious Activity Report (SAR) regarding the following activity:

- **Transaction Reference:** [Insert Reference Number/Customer Name]
- **Date of Activity:** [Insert Date]
- **Nature of Omission:** [Briefly describe the suspicious activity that went unreported]

Under federal law, financial institutions are required to file a SAR for any transaction involving or aggregating at least $[Threshold Amount] that the institution knows, suspects, or has reason to suspect is suspicious. The failure to identify and report this activity constitutes a violation of [Insert Specific Statute/Regulation].

Required Actions:

1. Submit payment of the penalty by [Due Date] via [Payment Method].
2. Submit a written remediation plan within [Number] days outlining how the institution will improve its monitoring systems to prevent future omissions.
3. File the delinquent SAR immediately via the BSA E-Filing System.

Failure to respond to this notice or take corrective action may result in further enforcement proceedings or increased penalties.

Sincerely,

[Signature]
[Name of Authorized Official]

[Title]
[Regulatory Agency Name]