

Date: [Insert Date]

To: [Recipient Name/Entity Name]

Address: [Insert Address]

Account/Reference Number: [Insert Number]

RE: NOTICE OF TRANSACTION RECORDKEEPING VIOLATION

Dear [Recipient Name],

This letter serves as formal notification that [Your Company Name] has identified a violation regarding transaction recordkeeping requirements. Upon review of your records for the period of [Insert Start Date] to [Insert End Date], it was determined that you have failed to maintain adequate documentation as required by [Insert Policy Name/Regulation Name].

Specifically, the following deficiencies were identified:

- [Description of missing or incomplete record 1]
- [Description of missing or incomplete record 2]
- [Description of missing or incomplete record 3]

Accurate recordkeeping is essential for compliance and audit purposes. Failure to adhere to these requirements may result in [Insert Consequences, e.g., fines, suspension of services, or legal action].

Required Action:

You are required to rectify these discrepancies by [Insert Deadline Date]. Please submit the missing documentation or a written explanation for the absence of these records to [Insert Department/Contact Person].

Furthermore, please provide a written summary of the steps you are taking to ensure future compliance with all recordkeeping protocols.

If you have any questions regarding this notice, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]