

[Bank/Financial Institution Name]
[Compliance/Legal Department]
[Street Address]
[City, State, Zip Code]

[Date]

[Recipient Name]
[Recipient Title/Position]
[Street Address]
[City, State, Zip Code]

RE: NOTICE OF PROPOSED ASSESSMENT OF CIVIL MONEY PENALTY

Dear [Recipient Name],

This letter serves as formal notice that the [Name of Regulatory Body, e.g., FinCEN/OCC/FDIC] has completed its review of [Institution Name]'s compliance with the Bank Secrecy Act (BSA) and its implementing regulations under 31 U.S.C. § 5311 et seq.

Based on the findings of the examination conducted on [Date], it has been determined that [Institution Name] has committed the following violations:

- [Violation 1: e.g., Failure to maintain an effective Anti-Money Laundering (AML) program]
- [Violation 2: e.g., Failure to file timely Suspicious Activity Reports (SARs)]
- [Violation 3: e.g., Inadequate Customer Due Diligence (CDD) procedures]

As a result of these systemic deficiencies, the [Regulatory Body] proposes a Civil Money Penalty (CMP) in the amount of **[\$Amount]**.

The proposed assessment is based on the following factors:

[Insert brief summary of the gravity of the violations, history of prior violations, and degree of culpability].

Your Rights:

You have the right to respond to this proposed assessment before a final determination is made. You may submit written evidence, arguments, or mitigating factors for consideration within [Number] days of the date of this letter.

Please submit your response to:

[Contact Name/Department]
[Email/Mailing Address]

Failure to respond within the specified timeframe may result in the issuance of a Final Assessment and a demand for immediate payment.

Sincerely,

[Signature]

[Name of Authorized Official]

[Title]

[Regulatory Agency Name]