

[Date]

[Recipient Name]

[Title]

[Financial Institution Name]

[Address Line 1]

[City, State, Zip Code]

RE: NOTICE OF PROPOSED ASSESSMENT FOR CAPITAL ADEQUACY VIOLATION

Dear [Recipient Name],

This letter serves as formal notice that [Regulatory Agency Name] has identified a violation of the Capital Adequacy Requirements by [Financial Institution Name] as of the reporting period ending [Date].

Nature of Violation:

Based on our review of your financial statements and regulatory filings, your institution's [Specific Capital Ratio, e.g., Tier 1 Leverage Ratio] was recorded at [Current Percentage]%, which falls below the minimum regulatory requirement of [Required Percentage]%.

Proposed Assessment:

Under the authority of [Citation of Relevant Law/Regulation], the following actions and penalties are proposed:

- A civil money penalty in the amount of \$[Amount].
- Requirement to submit a Capital Restoration Plan within [Number] days.
- Restrictions on [Specific Activities, e.g., asset growth or dividend payments].

Right to Respond:

You have the right to contest this proposed assessment. Any written response, evidence, or mitigating factors you wish for the Agency to consider must be submitted no later than [Deadline Date]. If no response is received by this date, the assessment will become a final order.

Please direct all correspondence regarding this matter to [Contact Person/Department Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Official]

[Title]

[Regulatory Agency Name]