

Date: [Insert Date]

To: [Insert Name of Institution/Entity]

Attention: [Insert Name of Compliance Officer/Principal]

Address: [Insert Street Address, City, State, Zip Code]

RE: NOTICE OF PROPOSED ASSESSMENT OF CIVIL MONEY PENALTY

Dear [Insert Name],

This letter serves as formal notice that [Insert Agency/Regulatory Body Name] has completed its review of [Insert Institution Name] regarding compliance with fair lending laws, including but not limited to the Equal Credit Opportunity Act (ECOA) and the Fair Housing Act (FHA).

Nature of Noncompliance:

Based on the examination conducted on [Insert Date], the following violations were identified:

[Insert Detailed Description of Violation 1]

[Insert Detailed Description of Violation 2]

Proposed Assessment:

In accordance with [Insert Applicable Statute/Regulation], the [Insert Agency Name] proposes to assess a civil money penalty in the amount of **\$\$[Insert Amount]**. This assessment is based on the severity of the findings, the history of previous violations, and the degree of harm to consumers.

Corrective Action:

In addition to the proposed fine, the institution is required to:

1. Cease and desist from the identified discriminatory practices.
2. Implement a remediation plan for affected consumers.
3. Update internal fair lending training and monitoring systems.

Response Requirements:

You have the right to contest this proposed assessment. You must submit a written response, including any mitigating evidence or documentation, within [Insert Number] days of the date of this letter. Please direct your response to [Insert Department/Official Name].

Failure to respond within the specified timeframe may result in the final issuance of this assessment without further notice.

Sincerely,

[Insert Signature]

[Insert Name of Official]

[Insert Title]

[Insert Agency Name]