

[Regulatory Authority Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Date]

[Organization Name]

[Recipient Name/Title]

[Address Line 1]

[Address Line 2]

RE: Notice of Proposed Assessment of Civil Monetary Penalty

Case Reference Number: [Reference Number]

Dear [Recipient Name],

This letter serves as formal notice that the [Regulatory Authority Name] has completed its investigation into the information security breach reported by [Organization Name] on [Date of Breach Discovery/Report].

Based on our findings, the [Regulatory Authority Name] has determined that [Organization Name] failed to comply with the following regulations: **[List Specific Statutory/Regulatory Citations]**. Specifically, the investigation identified the following deficiencies:

- [Description of specific security failure 1]
- [Description of specific security failure 2]
- [Description of specific security failure 3]

As a result of these violations and considering factors such as the nature of the data involved, the number of affected individuals ([Number]), and the remedial actions taken, the [Regulatory Authority Name] proposes an assessment of a civil monetary penalty in the amount of:

Proposed Fine Amount: \$[Amount]

You have the right to respond to this proposed assessment before a final determination is made. Your options are as follows:

1. **Acceptance:** You may accept the proposed assessment and pay the fine within [Number] days.
2. **Written Representation:** You may submit written evidence or arguments explaining why the proposed penalty should be reduced or withdrawn.
3. **Request for Hearing:** You may request a formal administrative hearing to contest these findings.

Any response must be received by our office no later than [Deadline Date]. If no response is received by this date, the [Regulatory Authority Name] will issue a Final Order for the amount specified above.

Please submit all correspondence regarding this matter to [Contact Email/Portal] or the address listed above, referencing [Case Reference Number].

Sincerely,

[Signature]

[Name of Authorized Official]

[Title]

[Regulatory Authority Name]