

DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

OFFICE OF FOREIGN ASSETS CONTROL

[Date]

[Subject Name]
[Subject Address]
[City, State, Zip Code]

Re: Pre-Penalty Notice - [Case Number]

Dear [Name of Individual or Entity Representative]:

The Office of Foreign Assets Control (OFAC) of the U.S. Department of the Treasury has reason to believe that [Subject Name] (the "Subject") has violated the [Name of Sanctions Regulation, e.g., Iranian Transactions and Sanctions Regulations, 31 C.F.R. Part 560].

I. Description of the Apparent Violations

Based on information available to OFAC, it appears that between [Start Date] and [End Date], the Subject engaged in the following conduct: [Detailed description of the transactions or prohibited activities]. These actions constitute [Number] apparent violations of [Specific Legal Citation].

II. Proposed Civil Monetary Penalty

Pursuant to the Enforcement Guidelines set forth in 31 C.F.R. Appendix A to Part 501, OFAC has determined that the statutory maximum civil monetary penalty for these apparent violations is \$[Amount].

After considering the General Factors affecting administrative action, OFAC proposes a civil monetary penalty in the amount of: **[\$Proposed Amount]**.

III. Right to Respond

The Subject has the right to respond to this Pre-Penalty Notice before a final penalty is imposed. Your response should include any evidence or arguments you wish OFAC to consider, including mitigating factors such as remedial measures taken or cooperation provided. Your written response must be submitted within thirty (30) days from the date of service of this notice.

If no response is received within thirty (30) days, OFAC will issue a Penalty Notice for the amount proposed above.

IV. Payment Instructions

If you choose not to respond and wish to pay the proposed penalty, payment should be made via [Payment Method/Electronic Link] referencing Case Number [Case Number].

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

Sincerely,

[Signature]

[Name of Official]

[Title]

Office of Foreign Assets Control