

[Date]

[Recipient Name]  
[Title]  
[Institution Name]  
[Address Line 1]  
[Address Line 2]

RE: Notice of Proposed Assessment - Regulatory Fees for [Fiscal Year/Period]

Dear [Recipient Name],

Pursuant to [State Code/Statute Section], the [State Name] Department of Banking has calculated the proposed regulatory fee assessment for [Institution Name] for the period beginning [Start Date] and ending [End Date].

The proposed assessment is based on the institution's total assets as reported in the Call Report dated [Date]. The calculation is as follows:

- Total Consolidated Assets: \$[Amount]
- Base Assessment Fee: \$[Amount]
- Variable Rate Component: [Percentage/Rate]
- **Total Proposed Assessment: \$[Total Amount]**

This fee supports the Department's supervisory activities, including examinations, oversight, and administrative operations. Please review the figures above for accuracy.

If you wish to appeal this assessment or identify a clerical error, you must submit a written request for review to this Department no later than [Deadline Date]. If no response is received by this date, the assessment will be finalized, and an invoice for payment will be issued.

Payment will be due by [Due Date] via [ACH/Wire Transfer/Check].

Should you have any questions regarding this assessment, please contact the Financial Services Division at [Phone Number] or [Email Address].

Sincerely,

[Signature]  
[Name of Commissioner/Director]  
[Title]  
[State Banking Department Name]