

[Date]

[Recipient Name]

[Recipient Title]

[Financial Institution/Company Name]

[Address Line 1]

[Address Line 2]

RE: NOTICE OF PROPOSED ASSESSMENT FOR TILA VIOLATIONS

Dear [Recipient Name],

This letter serves as formal notice regarding a proposed assessment against [Company Name] for documented infractions of the Truth in Lending Act (TILA), implemented by Regulation Z (12 CFR Part 1026).

Based on a recent [audit/examination/investigation] conducted on [Date], the following violations were identified:

- [Violation 1: e.g., Failure to accurately disclose the Annual Percentage Rate (APR)]
- [Violation 2: e.g., Improper disclosure of finance charges]
- [Violation 3: e.g., Failure to provide timely notice of right to rescind]

Under the authority granted by [Applicable Regulatory Body], we are proposing an assessment of [Dollar Amount] in civil money penalties. Furthermore, [Company Name] may be required to initiate a restitution plan to reimburse affected consumers for overcharges resulting from these inaccuracies.

Specifically, the investigation revealed that [Number] accounts were affected, totaling an estimated [Dollar Amount] in understated finance charges.

You have the right to respond to this proposed assessment. Please submit any mitigating evidence or a formal written response by [Deadline Date]. If you wish to request an informal conference to discuss these findings, you must contact this office by [Contact Deadline Date].

Failure to respond within the specified timeframe may result in the finalization of this assessment and the initiation of formal enforcement proceedings.

Sincerely,

[Signature]

[Your Name]

[Your Title]

[Regulatory Agency/Department Name]