

[Organization Name]
[Department/Division]
[Address Line 1]
[City, State, Zip Code]

[Date]

[Recipient Name/Business Name]
[Recipient Address Line 1]
[City, State, Zip Code]

Re: Notice of Proposed Assessment - Unfair or Deceptive Acts or Practices (UDAP)

Dear [Recipient Name],

This letter serves as formal notice regarding a proposed assessment against [Business Name] for violations of [Insert Specific Law or Regulation Statue], relating to Unfair or Deceptive Acts or Practices (UDAP).

Summary of Findings:

Following an investigation conducted by [Agency/Department Name], it has been determined that the following actions constitute a violation:

- [Description of specific act or practice #1]
- [Description of specific act or practice #2]

Proposed Assessment and Penalties:

Based on the severity and frequency of these practices, the following assessment is proposed:

Civil Money Penalty: \$[Amount]

Restitution to Affected Consumers: \$[Amount]

Administrative Costs: \$[Amount]

Total Proposed Assessment: \$[Total Amount]

Corrective Action:

In addition to the financial assessment, [Business Name] is required to:

- Immediately cease and desist from the practices identified above.
- Submit a compliance plan within [Number] days detailing how future violations will be prevented.

Your Rights:

You have the right to contest this proposed assessment. If you wish to request an informal conference or a formal hearing, you must submit a written request within [Number] business days from the date of this letter. Failure to respond within this timeframe will result in the proposed assessment becoming a final order.

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

Sincerely,

[Signature]

[Printed Name]

[Title]