

[Date]

[Recipient Name]

[Recipient Title/Department]

[Company Name]

Subject: Notification of HMDA Data Anomaly

Dear [Recipient Name],

This letter is to inform you that during a recent review of our Home Mortgage Disclosure Act (HMDA) data for the reporting period [Year], one or more anomalies were identified in the records associated with your department/branch.

The following discrepancies or irregularities were noted:

- **Application ID:** [Insert ID]
- **Data Field(s):** [e.g., Action Taken, Loan Type, Debt-to-Income Ratio]
- **Description of Anomaly:** [Briefly describe the outlier or missing information]

These anomalies may indicate a data entry error, a misunderstanding of reporting requirements, or a potential compliance risk. We request that you review the original file and provide a clarification or correction by [Due Date].

Accurate HMDA reporting is a regulatory requirement. Failure to address these anomalies promptly could result in incorrect regulatory submissions and potential penalties for the institution.

Please submit the corrected information or a detailed explanation to [Compliance Officer Name] at [Email/Internal Link].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Compliance Department]