

[Date]

[Recipient Name]  
[Title/Department]  
[Organization Name]  
[Address Line 1]  
[Address Line 2]

**RE: Notice of Credit Risk Exposure Reporting Deficiency**

Dear [Recipient Name],

This letter serves as formal notification regarding deficiencies identified in the credit risk exposure reporting provided by [Department/Entity Name] for the period ending [Date].

Upon review by the [Risk Management/Compliance] Department, the following gaps in reporting standards were identified:

- [Description of Deficiency 1, e.g., Incomplete counterparty data]
- [Description of Deficiency 2, e.g., Failure to apply updated stress test parameters]
- [Description of Deficiency 3, e.g., Late submission of monthly exposure aggregates]

These deficiencies prevent an accurate assessment of the organization's total credit risk and may result in a breach of [Internal Policy Name/Regulatory Requirement].

To remediate this matter, you are required to:

1. Submit a corrected report addressing the points above by [Due Date].
2. Provide a brief written explanation of the root cause of these errors.
3. Outline the steps being taken to ensure future reports comply with established protocols.

Please acknowledge receipt of this letter and confirm your timeline for resolution. If you require further clarification regarding these reporting requirements, please contact [Contact Person/Department].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]  
[Your Department]