

[Your Institution Name]
[Department Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Client Full Name]
[Client Address Line 1]
[City, State, Zip Code]

RE: Notice of Foreign Bank Account Reporting (FBAR) Deficiency

Dear [Client Name],

We are writing to notify you of a reporting deficiency regarding your foreign financial accounts for the calendar year [Year].

Upon review of our records and applicable filing requirements under the Bank Secrecy Act, we have identified the following issue(s):

- Failure to file FinCEN Form 114 (FBAR) by the required deadline.
- Incomplete or inaccurate disclosure of account [Account Number(s)].
- Discrepancy between reported balances and institutional records.

Required Action:

To resolve this deficiency, you are requested to take the following steps within [Number] business days:

1. File the delinquent or amended FinCEN Form 114 electronically via the BSA E-Filing System.
2. Provide a written explanation for the late or inaccurate filing.
3. Submit a confirmation of the filing to our compliance department at [Email/Address].

Please note that failure to comply with FBAR reporting requirements may result in significant civil and criminal penalties imposed by the Department of the Treasury.

If you believe this notice has been sent in error, or if you have already corrected this filing, please provide supporting documentation to our office immediately.

Sincerely,

[Name of Signing Officer]
[Title]
[Phone Number]
[Email Address]