

[Date]

[Contact name]
[Licensee Name]
[Address]
[City, State, Zip]

Dear [Contact name]:

The states of [insert individual states] (the Examination States) conducted a coordinated examination of Licensee which began on [Date].

The enclosed report summarizes the findings of the examination. The comments and conclusions are based on an analysis of information obtained from the books and records of the institution; upon statements made to examiners by directors, officers and employees; and from other authoritative sources. The Examination States prepared this report for supervisory purposes, and it should not be considered an audit report.

Any matters of criticism, violations of laws or regulations, and other matters of concern identified within this Examination Report require senior management's prompt attention and corrective action.

Please review the report in its entirety and send a written confirmation of your review directly to the undersigned within 30 days from the date of this letter. Your response must advise as to what action you took, or will take to address each violation cited therein.

The information contained within this Report is considered confidential supervisory information and is furnished to the institution examined for its confidential use. This document is the property of the Examination States. The entity's directors/trustees, officers, or employees may not disclose the report or any portion of it, to unauthorized persons or organizations. Unauthorized persons or organizations include anyone not officially connected with the entity as an officer, director/trustee, employee, attorney, auditor, independent auditor, or parent holding company. The entity shall under no circumstances publish or make public in any manner, this Examination Report. If the entity receives a subpoena or other legal process calling for production of this document, notify the Examination States immediately.

Please contact me via email at [insert EIC email address], or my direct line of [insert EIC phone number] with any questions you may have regarding the enclosed report.

Licensee Name

Date

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Sincerely,

[EIC name]

[Name of State Agency]

Examination States, Examiner-in-Charge

[EIC phone number]

[EIC email address]

Enclosure