**State of XXX**

Department of XXXXXX

**Division of XXXX**

*(insert address and agency information*

Month, Day, Year

Mr./Ms. XXXXXXX XXXXX

Title

<Licensee Name>

<Address>

<City>, <State> <Zip Code>

Dear (Insert Name):

Please find enclosed the Multi-State Report of Examination Report (“Report”) for <Insert Licensee Name> (“Licensee Name” or “Institution”). The Report from the Multi-State Mortgage Committee (MMC) is confidential and the Institution shall under no circumstances publish, or make public in any manner, the information contained in the Report or this transmittal letter.

The Examination was conducted under the agreed authority of the CSBS/AARMR Nationwide Cooperative Agreement for Mortgage Supervision and consisted of examiners from the following states: XXX(Lead State), XXX, XXX, and (add additional states),. (collectively, the “Participating States”). <Insert Examiner-in-Charge Name> from the <Insert Agency Name> was designated as the lead examiner of the multi-state examination team.

The findings and comments are outlined in the Report. Please provide a written response by <insert date – 30 days from letter date> addressing all the findings and comments in the Report. In your response, please outline the steps the Institution will take to address any errors or concerns detailed in the Report. Include any documentation required along with the response as necessary. The Letter of Response should be ordered to first address common “Recommendations” under the Federal Regulatory Compliance section, followed by the Recommendations for the State Regulatory Compliance section. Please be sure to include any additional responses required by the Report. Once received, the Letter of Response will be forwarded to the participating states. Each state reserves its right to engage in administrative actions for failure to adhere to state statutes (and federal statutes where applicable) which may include the imposition of civil penalties.

Please be aware that each Participating State will be forwarding or may have already forwarded an invoice for examination fees as permitted by their respective state law.

Should you have any questions regarding this letter, please do not hesitate to contact XXX at XXX.

Sincerely,

“John Smith”

Multi-State Examiner-in-Charge, (INSERT STATE AGENCY)