

[Your Name]
[Your Position]
[Your Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[FDIC Regional Office]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: FDIC Insurance Compliance Letter

We are writing to affirm our commitment to maintaining compliance with FDIC insurance requirements. As of [date], [Your Institution] holds [number] accounts that are explicitly covered under FDIC insurance. We have taken necessary steps to ensure that our deposit accounts meet the criteria outlined by the FDIC.

We have established internal policies and procedures to oversee our compliance efforts, which include:

1. Regular audits of our account structures to ensure eligibility for FDIC coverage.
 2. Employee training sessions on the importance and specifics of FDIC insurance.
 3. Clear communication to our clients regarding their insured deposits.
- Attached to this letter are copies of documentation demonstrating our compliance initiatives and other relevant information.

If you require further details or documentation, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Name]
[Your Position]
[Your Institution]

Enclosures: [List any attached documents]