

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: KCRA Regulatory Compliance Notification

Dear [Recipient Name],

We are writing to ensure our compliance with the California Regulatory Compliance Act (KCRA) requirements as they pertain to [specific details related to the compliance matter].

As part of our ongoing commitment to adhere to all regulatory standards, we have implemented the following measures:

1. [Detail compliance measure 1]
2. [Detail compliance measure 2]
3. [Detail compliance measure 3]

We request your guidance on any additional requirements that may need to be addressed or specific documentation you may require from us.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email] for any further information or clarification.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email]