

[Company/Individual Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

U.S. Securities and Exchange Commission
Division of Enforcement
100 F Street, NE
Washington, DC 20549

Re: Voluntary Self-Disclosure Regarding [Brief Description of Issue]

To the Division of Enforcement:

This letter is submitted on behalf of [Company/Individual Name] to voluntarily disclose certain information regarding potential violations of the federal securities laws. [Company/Individual Name] is making this disclosure in accordance with the Commission's policy of encouraging voluntary self-disclosure and cooperation.

I. Nature of the Disclosure

This disclosure relates to [Briefly describe the conduct, e.g., potential accounting irregularities, internal control weaknesses, or specific transaction concerns]. The conduct was discovered on [Date] through [Method of discovery, e.g., internal audit, whistleblower report, or management review].

II. Preliminary Findings

Based on an initial internal investigation, the following facts have been identified:
[Provide a summary of the facts, including timeframes and individuals involved, if known.]

III. Remedial Actions Taken

Upon discovery of the issues described above, [Company Name] has taken the following steps to address the conduct and prevent recurrence:
[List remedial actions, e.g., personnel changes, enhancements to compliance programs, or internal controls updates.]

IV. Commitment to Cooperation

[Company/Individual Name] is committed to full cooperation with the Commission's staff. We intend to provide further information as our internal review progresses and will facilitate access to relevant documents and witnesses.

Please direct all further communications regarding this matter to [Name of Legal Counsel/Representative] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title/Position]