

head>

[Your Name/Organization Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Recipient Name/Regulatory Body]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Corrective Action and Voluntary Rectification of Fiduciary Duties

Dear [Recipient Name],

This letter serves as formal notification regarding the corrective actions taken by [Organization/Individual Name] to address and rectify a recently identified lapse in fiduciary obligations concerning [Specific Account, Fund, or Transaction].

Upon internal discovery of the oversight on [Date], we immediately initiated a comprehensive review. In a demonstration of good faith and commitment to our fiduciary responsibilities, we have implemented the following remedial measures:

- **Restitution:** Full restoration of [Dollar Amount/Assets] has been made to the affected parties to ensure no financial loss was sustained.
- **Policy Revision:** We have updated our internal controls and oversight protocols to prevent a recurrence of this specific issue.
- **Audit and Training:** A mandatory training session for all responsible personnel has been completed, and an independent audit of related processes is underway.

We take our role as a fiduciary with the utmost seriousness. These voluntary steps are intended to proactively resolve the matter and uphold the standards of transparency, loyalty, and care required by our agreement and applicable law.

We remain available to provide any additional documentation or information regarding these corrective steps. Please contact me directly at [Phone Number] or [Email Address] should you have further questions.

Sincerely,

[Signature]

[Your Printed Name]

[Your Title]