

[Sender Name]
[Sender Title]
[Organization Name]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Address]

Subject: Regulatory Compliance Assessment Report - [Project/Department Name]

Dear [Recipient Name],

This letter serves as formal notification regarding the completion of the Regulatory Compliance Assessment conducted for [Project/Department/Entity Name]. The assessment was performed between [Start Date] and [End Date] to evaluate adherence to [List Specific Regulations, e.g., GDPR, HIPAA, ISO Standards].

Assessment Scope:

The review covered the following areas:

- [Scope Item 1]
- [Scope Item 2]
- [Scope Item 3]

Summary of Findings:

Based on our evaluation, the status of compliance is as follows:

- Fully Compliant
- Partially Compliant (Action Required)
- Non-Compliant

Key Observations:

[Briefly describe strengths or critical gaps identified during the assessment].

Required Actions:

To maintain or achieve full compliance, the following steps must be taken by [Deadline Date]:

1. [Action Item 1]
2. [Action Item 2]

A detailed report containing the full breakdown of findings and evidence is attached for your review. Please contact [Contact Name] at [Phone/Email] if you have questions regarding these results.

Sincerely,

[Signature]
[Printed Name]
[Title]