

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Reminder: Annual Update Resolution Plan Submission

Dear [Recipient Name],

This letter serves as a formal reminder regarding the upcoming deadline for the submission of your organization's Annual Update Resolution Plan for the [Year] reporting cycle.

Pursuant to [Regulatory Requirement/Section Number], all covered entities are required to submit an updated resolution plan annually to ensure compliance with [Regulatory Body Name] guidelines. This update must include any material changes to your business structure, critical operations, or recovery strategies since the previous filing.

Submission Details:

- **Deadline:** [Insert Date]
- **Submission Method:** [Insert Portal Link or Email Address]
- **Format:** [Insert Required File Format, e.g., PDF/XBRL]

Failure to submit the updated plan by the aforementioned deadline may result in [Insert Penalty or Consequence].

If you have already submitted your update, please disregard this notice. For any questions regarding the filing process or technical requirements, please contact [Department Name] at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Department/Organization]