

DATE: [Insert Date]

TO: The Board of Directors, [Insert Company Name]

FROM: [Insert Name/Department]

SUBJECT: REMINDER: Submission of Strategic Resolution Plan

Dear Members of the Board,

This letter serves as a formal reminder regarding the submission of the Resolution Plan for [Insert Fiscal Year/Project Name].

According to our previous communication dated [Insert Date], the deadline for the final draft of the Resolution Plan is **[Insert Deadline Date]**. As of today, our records indicate that the completed document has not yet been received.

The Resolution Plan is a critical requirement for [Insert Purpose, e.g., Regulatory Compliance / Annual General Meeting / Corporate Restructuring]. Please ensure that the plan addresses the following key areas:

- Strategic Objectives
- Financial Projections and Risk Assessment
- Implementation Timelines
- Resource Allocation

Please submit the final version to [Insert Email Address or Department] by the aforementioned deadline to avoid any delays in the approval process.

If the plan has already been sent, please disregard this notice. Should you require any additional information or administrative support to finalize the document, please contact [Insert Contact Name] at [Insert Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Insert Signature]

[Insert Printed Name]

[Insert Title/Role]