

Subject: REMINDER: Submission of Deficiency Remediation Resolution Plan

Dear [Recipient Name],

This is a formal reminder regarding the outstanding Remediation Resolution Plan for the deficiencies identified during the [Inspection/Audit/Review] conducted on [Date].

According to our records, the deadline for submitting your formal plan was [Deadline Date]. As of today, we have not received your documentation.

To ensure compliance, your submission must include:

- The specific actions taken or planned to correct each deficiency.
- A detailed timeline for full implementation.
- The personnel responsible for overseeing the remediation.
- Methods for verifying that the corrections are effective.

Please submit the required plan via [Submission Method/Email Address] no later than [New Extension Date, if applicable].

Failure to provide this plan may result in [Consequences/Next Steps]. If you have already submitted this document, please disregard this notice.

Sincerely,

[Your Name]

[Your Title]

[Department/Organization Name]