

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

Subject: URGENT: Reminder - Submission of Executive Management Resolution Plan

Dear [Recipient Name],

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

According to our records, the deadline for this submission was [Due Date]. As of today, we have not received your finalized documentation. This plan is critical for organizational alignment and ensures that management strategies are integrated into the broader corporate framework.

Please submit the required resolution plan via [Submission Method/Portal] no later than [New Deadline Date].

Failure to provide this plan may result in [Impact/Consequence, e.g., delays in budget approval or project initiation].

If you have already submitted the plan, please disregard this notice. If you require technical assistance or an extension, please contact [Contact Person/Department] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]