

Date: [Insert Date]

To: [Recipient Name/Organization Name]

Address: [Recipient Address]

City, State, Zip: [Recipient City, State, Zip]

Subject: REMINDER: Submission of Resolution Plan - Extension Period

Dear [Recipient Name],

This letter serves as a formal reminder regarding the submission of your Resolution Plan for [Project/Account Name/Case Reference Number].

As previously agreed, an extension was granted to provide additional time for the completion of your proposal. Our records indicate that the extended deadline is **[Insert Deadline Date]**.

To date, we have not received the required documentation. Please ensure that the completed Resolution Plan is submitted via [Insert Submission Method, e.g., Email/Portal] no later than the date mentioned above to avoid [Insert Consequences, e.g., penalty fees/further legal action/denial of request].

If you have already submitted the plan, please disregard this notice. If you are experiencing technical difficulties or require further clarification, please contact [Insert Contact Person/Department] at [Insert Phone Number/Email] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]