

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

RE: INITIAL NOTICE - Resolution Plan Submission Reminder

Dear [Recipient Name],

This letter serves as a formal reminder regarding the submission of your organization's Resolution Plan, as required under [Insert Applicable Regulation or Agreement].

Our records indicate that we have not yet received your submission. The deadline for this filing is **[Insert Deadline Date]**.

Please ensure that your Resolution Plan includes the following components:

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]

Timely submission is critical to remain in compliance with [Regulatory Body/Internal Policy]. If you have already submitted the plan, please disregard this notice.

Should you require an extension or have any technical difficulties regarding the submission portal, please contact [Department Name] at [Phone Number] or [Email Address] no later than [Insert Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]