

[Date]

[Recipient Name]

[Recipient Job Title]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

RE: REMINDER: Submission of Regulatory Compliance Resolution Plan

Dear [Recipient Name],

This letter serves as a formal reminder regarding the outstanding **Regulatory Compliance Resolution Plan** for [Company Name/Department].

As per the notification sent on [Date of Original Notice], a resolution plan was required to address the following compliance gaps: [Briefly list gaps or reference specific audit/regulation].

According to our records, the deadline for this submission was **[Original Due Date]**. As of today, we have not received your documented plan.

Please submit the required resolution plan by no later than **[New Deadline Date]**. The plan must include:

- Specific corrective actions for each identified deficiency.
- Designated personnel responsible for implementation.
- A clear timeline for completion and verification.

Failure to provide this plan may result in [Mention consequences, e.g., further disciplinary action, legal penalties, or loss of certification].

If you have already submitted the plan, please disregard this notice. Otherwise, please confirm receipt of this reminder and provide an estimated time of delivery.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]