

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title]
[Department/Organization]

Subject: REMINDER: Submission of Targeted Subject Resolution Plan

Dear [Recipient Name],

This letter serves as a reminder that we have not yet received your Targeted Subject Resolution Plan, which was due on [Insert Due Date].

The submission of this plan is a critical requirement regarding [Insert Project Name/Case Reference]. The plan must outline the specific actions, timelines, and resources allocated to resolve the outstanding issues identified on [Insert Date of Original Notice].

Please submit the completed resolution plan via [Insert Submission Method, e.g., email or portal] no later than [Insert New Deadline Date].

Failure to provide this plan may result in [Insert Consequence, e.g., formal escalation or project delays]. If you have already submitted the plan, please disregard this notice.

If you require further clarification or assistance in completing the template, please contact [Insert Contact Name] at [Insert Contact Info].

Sincerely,

[Your Name]
[Your Title]
[Your Organization]