

Date: [Insert Date]

To: [Recipient Name/Organization]

Address: [Recipient Address]

Subject: REMINDER: Thirty (30) Day Deadline for Resolution Plan Submission

Dear [Recipient Name],

This letter serves as a formal reminder regarding the submission of your Resolution Plan, as previously discussed on [Date of Initial Request/Meeting].

As of today, we have not yet received your proposed plan. Please be advised that the final deadline for submission is **[Insert Deadline Date]**, which is thirty (30) days from our initial notice.

The Resolution Plan should include the following details:

- Specific actions to address current issues.
- Timeline for implementation of each step.
- Expected outcomes and success metrics.
- Designated point of contact for the plan's execution.

Timely submission is critical to avoid [Insert Consequences, e.g., further escalation, legal action, or service interruption].

If you have already submitted the plan, please disregard this notice. If you require any clarification or anticipate a delay, please contact [Contact Person Name] at [Phone Number/Email] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]