

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Address]

**Subject: Notification of Examination Closure and Required Remediation**

Dear [Recipient Name],

This letter serves as formal notification that the examination of [Project/Department/Process Name] conducted on [Date] is now officially closed. Based on our findings, we have identified specific areas that require remediation to ensure compliance with [Regulation/Standard/Policy].

**Summary of Findings:**

- [Finding 1]: [Brief description of the issue]
- [Finding 2]: [Brief description of the issue]
- [Finding 3]: [Brief description of the issue]

**Remediation Requirements:**

To address the items listed above, you are required to implement the following corrective actions:

1. [Required Action 1] - Due Date: [Date]
2. [Required Action 2] - Due Date: [Date]
3. [Required Action 3] - Due Date: [Date]

Please provide a written response confirming the completion of these actions or a detailed plan for implementation by [Deadline Date]. Failure to address these findings within the specified timeframe may result in [Consequence/Further Review].

If you have any questions regarding these findings or the required remediation steps, please contact [Name/Department] at [Phone Number/Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Organization]