

To: All Relevant Staff / Credit Department

From: [Name/Department Name]

Date: [Insert Date]

Subject: Mandatory Training: Updated Credit Scoring Matrices

Dear Team,

This letter serves as a formal advisory regarding the implementation of our updated Credit Scoring Matrices. To ensure all staff members are aligned with the new risk assessment protocols, a mandatory training session has been scheduled.

Training Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location/Link:** [Insert Room Number or Virtual Meeting Link]

Key Objectives:

- Review of revised weighted variables and risk thresholds.
- Demonstration of the updated scoring software/interface.
- Guidelines for manual overrides and exception reporting.
- Q&A session regarding documentation requirements.

The updated matrices will officially go live on [Insert Implementation Date]. After this date, all previous versions of the scoring models will be decommissioned.

Please confirm your attendance by replying to this email or registering via [Insert Portal] by [Insert RSVP Deadline]. Attendance is compulsory for all loan officers, underwriters, and risk analysts.

Thank you for your commitment to maintaining our credit quality standards.

Best regards,

[Your Signature]

[Your Name]

[Your Job Title]