

[Date]

[Name of Regulator/Agency]

[Department Name]

[Street Address]

[City, State, Zip Code]

RE: Notice of Regulatory Examination Readiness - [Company Name]

Dear [Name of Examiner or Lead Contact],

This letter serves as formal notification that [Company Name] is prepared for the upcoming regulatory examination scheduled to commence on [Start Date].

In anticipation of your review, we have completed the following preparations:

- **Documentation:** All requested materials listed in the initial Information Request (IR) have been compiled and are available in the [Physical Location/Secure Electronic Portal].
- **Personnel:** Relevant department heads and subject matter experts have been briefed and are scheduled to be available for interviews and inquiries.
- **Facilities:** [If applicable] Dedicated workspace and secure network access have been arranged for the examination team.
- **Compliance Review:** We have performed an internal pre-examination audit to ensure all records are current and accurate.

Our designated point of contact for this examination will be [Contact Name], [Job Title], who can be reached at [Phone Number] or [Email Address].

We are committed to cooperating fully with your team to ensure an efficient and transparent examination process. Please let us know if there are any additional requirements prior to your arrival.

Sincerely,

[Signature]

[Name]

[Title]

[Company Name]