

**Date:** [Insert Date]

**To:** [Name of Examining Authority/Regulatory Body]

**Attention:** [Lead Examiner Name]

**Address:** [Insert Address]

**Subject:** Confirmation of Readiness for Operational Risk Management Examination

Dear [Mr./Ms. Surname],

In anticipation of the upcoming examination scheduled for [Start Date], [Organization Name] formally confirms its readiness for the review of our Operational Risk Management (ORM) framework and associated controls.

We have prepared the necessary documentation and resources to facilitate an efficient examination process. Our readiness encompasses the following key areas:

- **Governance and Oversight:** Updated organizational charts, ORM committee minutes, and board-approved risk appetite statements.
- **Policies and Procedures:** Current versions of our Operational Risk Management Framework, Incident Management protocols, and Business Continuity Plans.
- **Risk Assessment Data:** Results from recent Risk and Control Self-Assessments (RCSA), Key Risk Indicators (KRI) reports, and loss event databases.
- **Internal Audit Reports:** Recent independent review findings and evidence of remediation for previously identified issues.
- **Infrastructure:** Dedicated workspace for the examination team and full access to our digital Risk Management Information System (RMIS).

[Name of Primary Liaison] has been appointed as the lead point of contact to manage data requests and coordinate interviews with key personnel.

We look forward to a productive examination. Please let us know if there are any specific preliminary documents required prior to the onsite arrival.

Sincerely,

[Your Signature]

[Your Name]

[Your Title, e.g., Chief Risk Officer]

[Organization Name]