

[Company Letterhead]

[Date]

[Recipient Name/Examining Authority]

[Department Name]

[Organization Address]

RE: Pre-Examination Compliance Readiness Declaration

To the Examining Committee,

This letter serves as a formal declaration that [Company Name] has completed all necessary internal preparations in anticipation of the upcoming compliance examination scheduled for [Start Date].

We hereby certify that:

- All requested documentation and records have been organized and are available for review.
- Internal controls and processes have been audited to ensure alignment with [Name of Regulation/Standard].
- Relevant personnel have been briefed and are available to assist the examination team.
- Access to necessary digital systems and physical facilities has been arranged.

Management acknowledges its responsibility for the accuracy and completeness of the information provided. We remain committed to full transparency and cooperation throughout the examination process.

Please contact [Point of Contact Name] at [Phone/Email] should you require any further information prior to your arrival.

Sincerely,

[Signature]

[Name of Authorized Officer]

[Title/Position]

[Company Name]