

Date: [Insert Date]

To: [Insert Name/Department, e.g., Chief Compliance Officer / Regulatory Body]

Subject: Board of Directors Resolution and Approval of Remediation Plan

Dear [Insert Name],

This letter serves as formal notification that the Board of Directors of [Insert Company Name] held a meeting on [Insert Meeting Date] to review the findings of the [Insert Audit/Examination/Inspection Report Name] dated [Insert Date of Report].

During this meeting, the Board formally passed a resolution to adopt and implement the proposed Remediation Plan addressed to [Insert Issue or Regulatory Gap].

The Board of Directors hereby confirms the following:

- The Remediation Plan has been thoroughly reviewed and approved.
- Management is authorized and directed to execute all actions outlined in the plan.
- Specific timelines for completion, as stated in the plan, have been endorsed.
- Adequate resources and oversight will be provided to ensure full compliance and resolution of all identified issues.

A certified copy of the Board Resolution and the detailed Remediation Plan are attached to this letter for your records.

We remain committed to maintaining the highest standards of regulatory compliance and operational integrity. Should you require further information, please contact [Insert Contact Name] at [Insert Phone Number/Email].

Sincerely,

[Signature]

[Insert Name]

Chairman of the Board / Corporate Secretary

[Insert Company Name]