

[Your Name/Organization Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Title]
[Opposing Organization/Firm Name]
[Address]
[City, State, Zip Code]

RE: Submission of Remediation Plan regarding [Reference Number or Matter Description]

Dear [Recipient Name],

This letter is in formal response to the Cease and Desist notice received on [Date of Notice] regarding [briefly state the alleged activity/violation]. We take these allegations seriously and are committed to ensuring full compliance with [applicable laws/regulations/contracts].

In accordance with your request, please find the enclosed Initial Remediation Plan. This document outlines the specific steps we are taking to address your concerns and prevent any future occurrence of the issues raised. Key elements of this plan include:

- Immediate actions taken to halt the disputed activity;
- Internal review and audit procedures;
- Specific timelines for the implementation of permanent corrective measures;
- Personnel responsible for overseeing the remediation process.

We believe this plan demonstrates our good faith effort to resolve this matter efficiently. We request that you review the attached proposal and provide any feedback or requirements for further modification by [Date].

Please acknowledge receipt of this submission. We look forward to your response and to resolving this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

Enclosure: Initial Remediation Plan