

[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Address Line 1]
[Address Line 2]

Subject: Notice of Remediation Plan Milestone Completion and Verification

Dear [Recipient Name],

This letter serves as formal notification that [Company Name] has successfully completed the following milestone(s) as outlined in the Remediation Plan dated [Plan Date]:

- **Milestone ID/Name:** [Milestone Name]
- **Completion Date:** [Date]
- **Description of Work:** [Brief description of actions taken]

As part of our internal quality control process, we have verified the completion of these tasks through the following methods:

- [Verification Method 1, e.g., System Audit]
- [Verification Method 2, e.g., Third-party Validation]
- [Verification Method 3, e.g., Evidence Review]

Supporting documentation and evidence of completion are attached to this letter for your review. Based on our assessment, the remediation efforts for this phase meet the required standards and compliance criteria.

We are now proceeding with the next phase of the plan, [Next Milestone Name], which is scheduled for completion by [Target Date].

Please acknowledge receipt of this notice. If you require further information or additional documentation, please contact [Contact Person Name] at [Phone/Email].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Company Name]

Enclosures: [List of attached evidence/reports]