

[Sender Name/Department]
[Organization Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Recipient Name/Title]
[Regulatory Authority Name]
[Address Line 1]
[City, State, Zip Code]

RE: Request for Approval of Material Outsourcing Arrangement - [Project/Service Name]

Dear [Recipient Name/Title],

In accordance with [Relevant Regulation/Statute Name], [Organization Name] is formally submitting this request for approval to enter into a material outsourcing agreement with [Service Provider Name].

1. Scope of Services:

The outsourcing arrangement involves [Brief description of the functions being outsourced]. This service is classified as "material" based on [Reference internal policy or regulatory criteria].

2. Service Provider Details:

[Service Provider Name] is located in [Country/Jurisdiction] and specializes in [Provider's core business]. We have conducted a comprehensive due diligence process covering their financial stability, technical capability, and compliance history.

3. Risk Management and Oversight:

We have implemented the following measures to mitigate risks:

- Business Continuity and Disaster Recovery plans.
- Data protection and cybersecurity protocols.
- Regular audit rights and performance monitoring KPIs.

4. Continuity of Operations:

The agreement includes specific clauses regarding exit strategies and the migration of data to ensure no disruption to our operations or obligations to our customers.

Attached to this letter are the following supporting documents:

- A copy of the draft Outsourcing Agreement.
- The Due Diligence Assessment Report.
- The Risk Assessment and Mitigation Plan.

We request your review and formal approval of this arrangement. Should you require further information or clarification, please contact [Point of Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Organization Name]