

[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

To:
[Regulatory Authority Name / Recipient Name]
[Department]
[Recipient Address]

Subject: Notification of Material/Critical Outsourcing Arrangement

Dear [Recipient Name/Title],

This letter serves as formal notification that [Your Company Name] intends to enter into a critical outsourcing arrangement, as required under [Specific Regulation or Guideline Name].

1. Service Provider Details:

Name: [Service Provider Name]
Location: [Country/Jurisdiction]
Registered Address: [Provider Address]

2. Description of Services:

[Provide a brief description of the functions being outsourced and why they are categorized as critical/material.]

3. Proposed Timeline:

Effective Date: [Date]
Duration of Contract: [Number of years/months]

4. Risk Assessment and Due Diligence:

[Your Company Name] has performed comprehensive due diligence on the service provider. We have assessed the operational, legal, and concentration risks and have implemented the following safeguards:

- [Safeguard 1]
- [Safeguard 2]

5. Right to Audit and Access:

The outsourcing agreement explicitly grants [Your Company Name] and [Regulatory Authority Name] the right to audit the service provider's facilities and access data related to the outsourced function.

6. Exit Strategy:

A robust exit strategy is in place to ensure business continuity in the event of termination or service disruption. [Brief description of backup plan].

We are available to provide further documentation or attend a meeting to discuss this arrangement at your convenience.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title/Position]

[Contact Information]