

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

[Date]

[Recipient Name]
[Title]
[Third-Party Service Provider Name]
[Address Line 1]
[City, State, Zip Code]

Subject: Formal Notification of Required Remediation Plan

Dear [Recipient Name],

Following our recent [audit/risk assessment/performance review] conducted on [Date], [Organization Name] has identified specific deficiencies regarding the services provided by [Third-Party Service Provider Name]. These findings indicate non-compliance with the terms outlined in the [Agreement Name] and our internal supervisory standards.

The primary areas of concern include:

- [Issue 1: e.g., Data security vulnerabilities]
- [Issue 2: e.g., Service level agreement (SLA) breaches]
- [Issue 3: e.g., Inadequate Business Continuity Planning]

As part of our supervisory oversight, we require a formal Remediation Plan to be submitted for review no later than [Deadline Date]. This plan must include:

1. A detailed description of the corrective actions to be taken for each identified deficiency.
2. Specific timelines and milestones for completion.
3. The designation of a primary point of contact responsible for overseeing the remediation.
4. Proposed testing or verification methods to ensure the effectiveness of the resolution.

Failure to provide an acceptable plan or to complete the remediation within the agreed-upon timeframe may result in further supervisory action, including [potential consequences, e.g., financial penalties or contract termination].

Please acknowledge receipt of this letter within [Number] business days. We look forward to your prompt cooperation in addressing these matters.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Organization Name]