

[Company Name]
[Department]
[Date]

[Recipient Name]
[Recipient Title]
[Model Name/ID]

Subject: NOTICE OF DEFICIENCY - Delayed Model Issue Remediation

Dear [Recipient Name],

This letter serves as formal notification regarding the delayed remediation of identified issues within [Model Name/ID]. As of [Date], the following findings remain unresolved beyond their original remediation deadline:

- **Finding ID:** [Reference Number]
- **Original Target Date:** [Date]
- **Current Status:** [Overdue/Delayed]
- **Risk Level:** [High/Medium/Low]

The delay in addressing these deficiencies poses a potential impact on [model performance/compliance/operational risk]. According to the Model Governance Policy, remediation plans must be executed within the agreed-upon timeframe to ensure model integrity.

Required Action:

You are required to submit an updated Remediation Plan and a revised Target Completion Date by [Date]. Please include a detailed explanation for the delay and a summary of any temporary controls implemented to mitigate risk during this period.

Failure to address these deficiencies may result in [Escalation to Management/Model Suspension].

Regards,

[Sender Name]
[Sender Title]
[Contact Information]