

**Date:** [Insert Date]

**To:** [Model Owner/Development Team Name]

**From:** [Reviewing Department/Validation Team Name]

**Subject:** Notice of Model Documentation Deficiency - [Insert Model Name/ID]

Dear [Name],

Following a formal review of the documentation submitted for [**Model Name/Version**], it has been determined that the current documentation is inadequate and does not meet the required standards for model risk management and validation.

The following specific deficiencies were identified:

- **Missing Theoretical Framework:** Incomplete description of the mathematical logic, assumptions, and underlying theory.
- **Data Integrity Issues:** Lack of detail regarding data sources, cleaning processes, and representative sampling.
- **Incomplete Methodology:** Insufficient explanation of variable selection, parameter estimation, and weighting techniques.
- **Lack of Performance Testing:** Missing or inadequate results for back-testing, sensitivity analysis, and stress testing.
- **User Limitations:** Failure to define clear boundaries for model use or known weaknesses.

Due to these gaps, the model cannot be fully validated at this time. To remediate these deficiencies, please provide an updated Model Documentation Manual that addresses the items listed above by [**Insert Deadline Date**].

Failure to provide adequate documentation may result in a delay in model deployment or a formal recommendation for decommission.

Please contact [Insert Name] at [Insert Email/Extension] if you require clarification on these requirements.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]