

[Date]

To: [Model Owner Name]

Department: [Model Owner Department]

From: [Validation Team Name/Lead Name]

RE: Notice of Model Validation Failure - [Model Name/ID]

Dear [Model Owner Name],

This letter serves as formal notification that the model referenced above has failed to meet the required standards during the validation process conducted on [Date].

The model has been assigned a status of: **FAILED / HIGH RISK**

Summary of Deficiencies:

- **Conceptual Soundness:** [Description of flaws in logic or theoretical basis]
- **Data Integrity:** [Description of issues with data quality, bias, or relevance]
- **Performance Testing:** [Description of failed back-testing or sensitivity analysis results]
- **Documentation:** [Description of missing or insufficient technical documentation]

Required Actions:

1. Immediate suspension of model use for production decisions (if applicable).
2. Submission of a Remediation Plan by [Due Date].
3. Addressing the critical findings detailed in the attached Full Validation Report.

A follow-up meeting has been scheduled for [Meeting Date/Time] to discuss these findings in detail and outline the path toward re-validation.

Sincerely,

[Signature]

[Name of Head of Model Risk Management]

[Organization Name]