

Date: [Insert Date]

To: [Model Owner/Department Name]

From: [Model Risk Management/Compliance Department]

Subject: Formal Notice of Unapproved End User Computing (EUC) Model Usage

Dear [Name],

This letter is to formally notify you of a deficiency regarding the following End User Computing (EUC) model currently in use within your department:

- **Model Name/ID:** [Insert Name/ID]
- **Location/File Path:** [Insert Path]
- **Purpose:** [Insert Brief Description]

During a recent review, it was determined that this model is being utilized for business decisions or financial reporting without receiving formal approval from the Model Risk Management group. Under the current corporate policy, all EUC models must be registered, validated, and approved prior to production use.

The following actions are required immediately:

1. Submit the model for formal registration in the EUC Inventory.
2. Provide all relevant documentation, including logic descriptions and data sources.
3. Cease reliance on this model for critical business outputs until a risk assessment is completed.

Please provide a remediation plan by [Insert Date] outlining how you intend to bring this model into compliance.

Failure to address this deficiency may result in further escalation to the Risk Committee.

Regards,

[Signature]

[Name of Sender]

[Title]

[Department]