

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name/Contact Person]  
[Regulatory Agency Name]  
[Agency Address]  
[City, State, Zip Code]

**Re: Remediation Plan for Compliance Deficiencies - [Reference Number/Case ID]**

Dear [Recipient Name],

This letter is in formal response to the inspection/audit conducted on [Date] and the subsequent notice of deficiency received by [Your Company Name] on [Date]. We acknowledge the findings detailed in your report and are committed to full regulatory compliance.

We have developed the following remediation plan to address the identified deficiencies:

**1. Deficiency: [Brief Description of Issue]**

**Corrective Action:** [Describe the steps taken or being taken to fix the issue].

**Completion Date:** [Date]

**2. Deficiency: [Brief Description of Issue]**

**Corrective Action:** [Describe the steps taken or being taken to fix the issue].

**Completion Date:** [Date]

**3. Preventive Measures:**

To prevent recurrence, we have implemented the following system-wide changes: [Describe new policies, training, or monitoring systems].

Attached to this letter are supporting documents, including [List attachments such as updated SOPs, training logs, or photos], providing evidence of our remediation efforts.

We request your review of this plan and welcome any further guidance to ensure our operations meet all required standards. Please contact [Contact Name] at [Phone/Email] if you require additional information.

Sincerely,

[Signature]  
[Typed Name]  
[Title/Position]