

[Date]

[Recipient Name]

[Title/Position]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

RE: Notice of Deficiency - Resolution Plan Submission for [Case/Entity Name]

Dear [Recipient Name],

The [Regulatory Body/Committee Name] has completed its initial review of the Resolution Plan submitted by [Company Name] on [Date of Submission].

Upon review, it has been determined that the submission is deficient and does not meet the required standards for the following reasons:

- **[Deficiency 1]:** [Description of missing information or non-compliance].
- **[Deficiency 2]:** [Description of missing information or non-compliance].
- **[Deficiency 3]:** [Description of missing information or non-compliance].

Due to these deficiencies, the Resolution Plan is currently considered incomplete and cannot be approved in its current form.

You are required to address the aforementioned issues and submit a revised Resolution Plan no later than **[Deadline Date]**. Failure to remedy these deficiencies within the specified timeframe may result in [mention potential consequences or regulatory actions].

Please acknowledge receipt of this letter and confirm your intent to submit the revised plan by [Date].

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Organization Name]