

[Your Name/Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

RE: Corrective Action Plan Proposal for [Inspection/Audit Reference Number]

Dear [Recipient Name],

In response to the inspection findings/notice of violation received on [Date], [Company Name] is submitting the following Corrective Action Plan (CAP) for your review and approval. We are committed to addressing the identified deficiencies and ensuring full compliance with [Regulatory Reference/Act].

Summary of Findings:

[Briefly list the specific violations or observations cited by the agency].

Root Cause Analysis:

[Describe the underlying cause of the issues identified].

Proposed Corrective Actions:

- **Action 1:** [Description of specific step] - **Target Completion Date:** [Date]
- **Action 2:** [Description of specific step] - **Target Completion Date:** [Date]
- **Action 3:** [Description of specific step] - **Target Completion Date:** [Date]

Preventative Measures:

[Describe systemic changes, such as training, updated SOPs, or equipment upgrades, to prevent recurrence].

Monitoring and Verification:

[Explain how the company will audit these actions to ensure they remain effective].

We believe these actions will resolve the concerns raised. We request your feedback regarding the adequacy of this proposal. Should you require further information, please contact [Name] at [Phone/Email].

Sincerely,

[Signature]

[Typed Name]

[Title]