Subject:

Completed <COMP> readiness review (CASID xyz)

Dear <sponsor name>

Fortunately, I received the final signatures on the CAS appraisal record today, so I have now completed the readiness review.

It was a pleasure speaking to you and working with you over the past months.

Thank you for the information you and your team have provided thus far to prepare your appraisal.

There may still be minor updates to the appraisal plan as we progress during the appraisal this week and next week.

The appraisal team will start phase 2 activities (document reviews) of the appraisal on <date>.

I am attaching the final appraisal plan for your information.

I am looking forward to meeting with you again <date>.

Warm regards, Pieter