Subject: <Company name> | Action required to complete readiness review

Dear <sponsor>, please go online and sing the appraisal plan <https://cmmiinstitute.com/appraisals-sys/appraisals/xxx/appraisal-plan-summary>

Dear OUC, RI, and ATMs, please go online and sign the C&NA agreement <https://cmmiinstitute.com/appraisals-sys/appraisals/xxx/confidentiality-agreement>

Dear RI, and ATMs, please go online and sign the appraisal plan <https://cmmiinstitute.com/appraisals-sys/appraisals/xxx/appraisal-plan-summary>

Please send me an notification (and screenshot if possible) of proof of signature.

Please note, I cannot start Phase 2 before all signatures has been received.

Dear <RI|ATM>, can you follow up with everyone every day to ensure that they have signed the required documents?