Subject:

Completed <COMP> readiness review (CASID xyz)

Dear <sponsor name>

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.

I have completed the final readiness review over the past few days, and I am satisfied that we can continue the appraisal as planned.

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

I am attaching the following documents for your perusal

* final appraisal plan
* appraisal sponsor roles and responsibilities
* appraisal confidentiality agreement
* appraisal schedule

I am looking forward to meeting with you again soon.

Warm regards, Pieter