Annex 4

Template Remedial Notice Satisfaction Letter

*[This letter is provided as a template only and the Commissioner should ensure that appropriate advice and support has been sought prior to issuing such a letter]*

Dear [*Name*]

Remedial Notice Satisfied

Following the issue of our Remedial Notice reference [*insert Commissioner ref from notice*] on the [*insert* *date*], in respect of the [*GMS/PMS/APMS*] [*contract/agreement*] dated [*insert* *start* *date* *of* *contract*] (the "Contract") and our subsequent review meeting on the [*insert* *date*], we now write to confirm that we are satisfied that you have taken the required steps to remedy the breach within the agreed timescales.

We confirm that we will not be taking any further action in this matter.

Should you repeat this breach or otherwise breach the Contract resulting in a further Remedial Notice or Breach Notice, we may take steps to issue a notice to terminate your Contractor consider the imposition of a Contract Sanction.

Yours sincerely

[*Name*]

[*Job title, etc*]