

**Email Subject Line: QA&I C3Y1 Remediation & Corrective Action/Plan to Prevent Recurrence – Clarification/Revisions Needed**

Thank you for your cooperation and participation in the Office of Developmental Programs (ODP) Quality Assessment and Improvement (QA&I) Cycle 3, Year 1 Review Process. Your organization was required to submit the QA&I spreadsheet, evidence of completed remediation, and (if applicable) the Corrective Action Plan (CAP) to address findings identified during the QA&I review.

After reviewing the documentation provided, the following items require clarification and/or revisions:

* [Insert item(s) here]

**The deadline for responding with clarification and/or revisions is [ENTER DATE HERE - 15 CALENDAR DAYS].**

If you have any questions or need assistance, please contact me.