

# Animal Care Compliance Review

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

We are writing to inform you that a compliance review of animal care practices at [Facility Name] has been conducted on [Review Date]. The purpose of this review was to ensure adherence to established animal welfare standards and regulations.

## Review Summary

The compliance review included an assessment of the following areas:

- Animal housing conditions
- Feeding and nutrition
- Veterinary care
- Staff training and qualifications
- Recordkeeping practices

## Findings

Our findings indicate that [Facility Name] is compliant with the majority of animal care standards. However, we identified the following areas that require attention:

1. [Finding 1]
2. [Finding 2]
3. [Finding 3]

## Recommendations

We recommend the following actions to address the identified issues:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Please provide a written response detailing the corrective actions taken by [Insert Response Due Date]. We appreciate your cooperation in ensuring the highest standards of animal care.

If you have any questions or require further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]