

Compliance Issue Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name/Your Position]

[Your Company Name]

[Your Company Address]

Dear [Recipient Name],

We are writing to inform you of a compliance issue that has been identified in relation to [specific issue or regulation]. It is important that we address this matter promptly to ensure adherence to all applicable laws and regulations.

Details of the Compliance Issue:

- Issue Description: [Describe the compliance issue]
- Date of Identification: [Insert Date]
- Impacted Area: [Specify department, process, etc.]

We request your immediate attention to this matter. Please provide us with an action plan by [insert deadline] detailing how you intend to resolve this issue.

We appreciate your cooperation in this important matter. Should you have any questions, please do not hesitate to reach out.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]