

Vendor Compliance Notification

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

This letter serves as a formal notification regarding compliance issues related to your services/products provided to [Your Company Name]. We have identified several areas where compliance with our standards and regulations has not been met.

The specific issues observed are as follows:

- [Issue 1]
- [Issue 2]
- [Issue 3]

We request that you address these issues promptly and provide us with a corrective action plan by [Insert Deadline]. Failure to comply may result in consequences as per our vendor agreement.

Thank you for your immediate attention to this matter. We value your partnership and look forward to resolving these issues swiftly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]