

# Non-Conformance Report

**Date:** [Insert Date]

**Report Number:** [Insert Report Number]

**To:**

[Subcontractor Name]

[Subcontractor Address]

**From:**

[Your Company Name]

[Your Company Address]

**Subject:**

Non-Conformance Report for [Project Name/Description]

**Description of Non-Conformance:**

[Detailed description of the non-conformance, including specific references to standards or requirements that were not met.]

**Evidence:**

[Describe any evidence that supports the non-conformance, such as photographs, inspection reports, or audit findings.]

**Required Action:**

[Outline the necessary corrective actions that must be taken to address the non-conformance.]

**Response Deadline:**

[Insert deadline for response, typically 7-30 days from the date of this report.]

**Contact Information:**

[Insert name, title, and contact information of the person responsible for this report]

**Signature:**

[Your Name]

[Your Title]