

# Subcontractor Compliance Notification

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Subject: Compliance Notification

Dear [Subcontractor's Name],

We are writing to inform you of our recent review regarding the compliance of your services under Contract Number [Insert Contract Number]. It has come to our attention that certain compliance requirements may not have been satisfactorily met.

Specifically, we have identified the following areas of non-compliance:

- [Area of Non-Compliance 1]
- [Area of Non-Compliance 2]
- [Area of Non-Compliance 3]

We request that you address these issues promptly. Please provide a written response detailing the corrective actions that will be taken by [Insert Deadline]. Failure to comply may result in further actions as outlined in our agreement.

Thank you for your immediate attention to this matter. If you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]