

Corrective Action Plan

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Project: [Project Name]

Subject: Corrective Action Plan for Identified Deficiencies

Introduction

Dear [Subcontractor Name],

This letter serves as a formal notification regarding the deficiencies identified during the recent project audit/evaluation. The purpose of this document is to outline the corrective action plan required to address these deficiencies promptly.

Identified Deficiencies

- [List specific deficiency 1]
- [List specific deficiency 2]
- [List specific deficiency 3]

Corrective Actions

The following corrective actions are required:

- [Action for deficiency 1 - description, responsible party, deadline]
- [Action for deficiency 2 - description, responsible party, deadline]
- [Action for deficiency 3 - description, responsible party, deadline]

Monitoring and Reporting

We request that you provide progress updates on the corrective actions by [insert frequency] until all deficiencies have been resolved. Documentation must be submitted by [insert date].

Consequences of Non-Compliance

Please be advised that failure to address these deficiencies in a timely manner may result in consequences as outlined in our contract.

Conclusion

We appreciate your attention to this matter and expect your prompt action. Please confirm receipt of this letter and your understanding of the required actions by [insert date].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]