

# Compliance Breach Warning

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

We are writing to formally notify you of a compliance breach that has been identified within your department/organization. It has come to our attention that [describe the nature of the breach, including specific details and dates if possible].

This breach violates [cite specific regulations, policies, or procedures relevant to the breach]. It is imperative that immediate corrective action is taken to rectify this situation and ensure future compliance.

We request that you respond in writing by [insert response deadline] with a detailed explanation of the circumstances surrounding this breach, along with your proposed actions to rectify the situation and prevent recurrence.

Failure to address this issue may result in disciplinary action, including potential legal consequences, depending on the severity of the breach.

We appreciate your urgent attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]