

Notification of Contract Delivery Non-Compliance

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of a non-compliance issue regarding the delivery terms stipulated in our contract dated [Insert Contract Date]. It has come to our attention that the delivery scheduled for [Insert Delivery Date] has not been fulfilled as per the agreed terms.

This non-compliance affects our operations and we urge you to address this matter promptly. Please provide an explanation for the delay and a revised timeline for the delivery.

We appreciate your immediate attention to this issue. Should you have any questions or require further discussion, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]