

Letter of Demand for Rectification of Non-Compliance

Date: [Insert Date]

To,

[Contractor's Name]
[Contractor's Address]
[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Demand for Rectification of Non-Compliance

We are writing to formally address the non-compliance issues identified at the [Project Name/Location] that have been documented in our previous communications dated [Insert Dates of Previous Correspondence].

Upon our recent inspections, we have identified the following areas of non-compliance:

- [Description of Non-Compliance Issue 1]
- [Description of Non-Compliance Issue 2]
- [Description of Non-Compliance Issue 3]

We hereby demand that you take immediate action to rectify these issues within [specified time frame, e.g., 14 days] from the date of this letter. Failure to address these concerns may result in further action as outlined in our contract.

We hope that you will treat this matter with urgency and professionalism. Please confirm your receipt of this letter and outline your plan for rectification by [Insert Response Deadline].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Contact Information]