

Urgent Compliance Issue Notification

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

We are writing to inform you of an urgent compliance issue regarding your recent work with [Project Name/Description]. It has come to our attention that [describe the compliance issue, e.g., safety violations, incomplete documentation, etc.].

It is critical that you address this issue immediately. Please provide documentation or corrective actions by [specify a deadline, e.g., "end of business on MM/DD/YYYY"]. Failure to comply may result in [describe potential consequences, e.g., contract termination, legal action, etc.].

We appreciate your prompt attention to this matter and look forward to your immediate response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]