

Non-Compliant Material Alert

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Alert of Non-Compliant Material

Dear [Recipient Name],

This letter is to formally notify you that we have identified non-compliant materials in our recent inspection dated [Insert Inspection Date]. The details of the non-compliance are as follows:

- **Material Description:** [Material Description]
- **Reference Number:** [Reference Number]
- **Reason for Non-Compliance:** [Reason]
- **Required Action:** [Action Required] by [Deadline]

Please treat this matter with urgency and provide an immediate response to outline how you wish to proceed regarding this non-compliance issue. Failure to address this situation may result in further actions as per our compliance agreement.

Thank you for your prompt attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]