

# Food Safety Compliance Notification

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of the recent inspection conducted on [Date of Inspection] at [Location of Inspection], as part of our commitment to maintaining food safety standards and compliance with applicable regulations.

During the inspection, the following findings were noted:

- [Finding 1 - Description]
- [Finding 2 - Description]
- [Finding 3 - Description]

We recognize the importance of swift action and would like to propose the following steps for compliance:

1. [Action 1 - Description]
2. [Action 2 - Description]
3. [Action 3 - Description]

Please ensure these actions are implemented by [Deadline Date]. Failure to comply may result in [Consequences of Non-Compliance].

If you have any questions or need further assistance, do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]