

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Subject: Reminder of Procurement Non-Adherence

Dear [Recipient Name],

I hope this message finds you well. This letter serves as a reminder regarding the recent procurement activities that have not aligned with our established procedures and guidelines. Specifically, we have noted the following discrepancies:

- [Description of Non-Adherence 1]
- [Description of Non-Adherence 2]
- [Description of Non-Adherence 3]

It is imperative that all team members adhere to the procurement policies to ensure compliance and maintain operational efficiency. We kindly ask you to revisit these guidelines and implement corrective actions where necessary.

Should you have any questions or require further clarification, please do not hesitate to reach out. We appreciate your immediate attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]