

# Letter of Clarification

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

Subject: Clarification Regarding Compliance Breach

We are writing to address the recent concerns regarding your compliance with our contract dated [Insert Contract Date]. It has come to our attention that there have been certain breaches that require clarification.

The specific areas of concern include:

- Issue 1: [Description of the issue]
- Issue 2: [Description of the issue]
- Issue 3: [Description of the issue]

Please provide a written explanation regarding the circumstances that led to these breaches by [Insert Deadline Date]. Your response will assist us in evaluating the situation and determining the next steps.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]