

Contractor Compliance Concerns

Date: [Insert Date]

To: [Contractor's Name]
[Contractor's Address]
[City, State, Zip Code]

Dear [Contractor's Name],

Subject: Compliance Concerns Regarding [Project Name/Contract Number]

We are writing to address several compliance concerns that have been noted during our recent evaluations related to the ongoing work on [Project Name/Location]. The following issues have been identified:

- **Issue 1:** [Description of Issue 1]
- **Issue 2:** [Description of Issue 2]
- **Issue 3:** [Description of Issue 3]

It is imperative that these concerns are addressed promptly to ensure compliance with the terms of our contract and to maintain the integrity of the project. We request that you provide a response by [Response Deadline Date], outlining your plan to rectify these issues.

Thank you for your attention to these matters. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]