

# Contractor Compliance Issue Notification

Date: [Insert Date]

To: [Contractor Name]

[Contractor Address]

Dear [Contractor Name],

We are writing to notify you of a compliance issue that has been identified in relation to your contract with [Company Name]. The specific issue involves [describe the compliance issue, e.g., failure to adhere to safety regulations, incomplete documentation, etc.].

This issue was brought to our attention on [date of issue identification] and has raised concerns regarding [impact of the issue on the project, company, or compliance standards].

To ensure timely resolution, we request that you provide a detailed response outlining your plan to address this compliance issue by [response deadline]. Please include any corrective actions you intend to take to prevent future occurrences.

Failure to address this matter may lead to further action, including [describe possible consequences, e.g., withholding payments, termination of contract, etc.].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]