

Contractor Compliance Deficiency Notice

Date: [Insert Date]

To: [Contractor Name]

From: [Your Company Name]

Subject: Notice of Compliance Deficiency

Dear [Contractor Name],

We are writing to inform you of a compliance deficiency identified during our recent review of your project activities on [Project Name/Number]. As per our compliance guidelines, the following issues were noted:

- [Deficiency 1 Description]
- [Deficiency 2 Description]
- [Deficiency 3 Description]

In order to ensure compliance with contractual obligations, we request that you address these deficiencies by [Response Deadline]. Failure to rectify these issues may result in [Consequences, e.g., penalties, suspension of work, etc.].

Please provide a written response outlining your plan to resolve these deficiencies by the specified deadline.

Thank you for your immediate attention to this matter. If you have any questions, please do not hesitate to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]