

Corrective Action Request

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Company's Name]

Subject: Corrective Action Request for Non-Conformance

Dear [Contractor's Name],

We are writing to formally notify you of a non-conformance that has been observed regarding [specific issue or description of the non-conformance]. This issue was identified during [specify inspection or review].

Details of the Non-Conformance:

- **Description:** [Describe the non-conformance in detail]
- **Date Identified:** [Insert Date]
- **Location:** [Specify Location]
- **Attachments:** [List any relevant documents or evidence]

We require you to provide a corrective action plan detailing how you intend to address this non-conformance. The plan should include:

- Root cause analysis
- Proposed solution(s)
- Implementation timeline
- Responsible personnel

Please submit your corrective action plan by [Insert Submission Deadline]. Failure to respond may result in further action as per our contract terms.

Thank you for your immediate attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]