

Non-Compliance Notice

Date: [Insert Date]

To:

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Subject: Non-Compliance Notice

Dear [Contractor's Name],

This letter is to formally notify you of non-compliance with the terms and conditions outlined in our contract dated [Insert Contract Date]. Specifically, we have identified the following issues:

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

We request that you take immediate corrective actions to address these matters by [Insert Response Deadline]. Failure to comply may result in further action, including termination of the contract.

Please acknowledge receipt of this notice and provide a written response outlining your intended actions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]