

# Non-Conformance Notification

Date: [Insert Date]

To: [Contractor Name]

[Contractor Company Name]

[Contractor Address]

Dear [Contractor Name],

We are writing to formally inform you of a non-conformance identified during our recent inspection of the project [Project Name/Number]. The following details outline the specific non-conformance:

## Details of Non-Conformance:

- **Description:** [Description of the non-conformance]
- **Date of Inspection:** [Inspection Date]
- **Location:** [Location where the non-conformance was observed]
- **Impact:** [Possible impact on the project]

We request your immediate attention to address this issue. Please provide a corrective action plan by [Due Date] to resolve the non-conformance.

Your prompt response will help in minimizing delays and ensuring compliance with project specifications.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]