

# Quality Assurance Non-Conformance Letter

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company Name]

Address: [Contractor's Address]

Email: [Contractor's Email]

Phone: [Contractor's Phone Number]

Dear [Contractor's Name],

Subject: Quality Assurance Non-Conformance Notification

We are writing to formally notify you of a non-conformance that has been identified during our recent quality assurance review concerning the work performed on [Project Name/Number]. The specific non-conformance is as follows:

## **Description of Non-Conformance:**

[Provide detailed description of the non-conformance including the relevant standards or specifications that have not been met.]

## **Implications:**

[Briefly explain the implications of the non-conformance on the project timeline, costs, or safety issues if applicable.]

## **Required Actions:**

To rectify this issue, we require the following actions to be taken:

1. [Action 1]
2. [Action 2]
3. [Action 3]

Please submit your corrective action plan addressing this non-conformance by [Insert Deadline Date]. Failure to address this issue may result in further action as outlined in our contract.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]