

# Contractor Corrective Action Directive

**Date:** [Insert Date]

**To:** [Contractor Name]

**From:** [Your Company Name]

**Subject:** Corrective Action Directive

Dear [Contractor Name],

This letter serves as a formal directive regarding the corrective action required for the following issues observed during the recent [specify inspection/audit/meeting, etc.] on [insert date]:

1. [Describe Issue 1]
2. [Describe Issue 2]
3. [Describe Issue 3]

In accordance with our contract terms and agreements, we require you to address these matters promptly and effectively. Please submit a written corrective action plan to us by [insert deadline]. The plan should include the following:

- Identification of the root cause of the issues
- Steps for corrective action
- Timeline for implementation
- Responsible personnel

We appreciate your immediate attention to this matter and look forward to your prompt response. Should you have any questions, please contact [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]