

# Contractor Non-Compliance Alert

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to formally notify you of a non-compliance issue regarding your ongoing project under Contract Number [Insert Contract Number]. It has come to our attention that you have failed to meet the stipulated requirements outlined in the contract.

The specific areas of non-compliance include:

- [Detail 1]
- [Detail 2]
- [Detail 3]

We kindly request that you address these issues by [Insert Deadline]. Failure to rectify this situation may lead to further actions, including potential termination of the contract.

Please respond to this letter within [Insert Response Timeframe] to confirm your plan of action to resolve this matter.

Thank you for your prompt attention to this serious issue.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]