

[Date]

[Recipient Name]

[Recipient Title]

[Vendor Company Name]

[Street Address]

[City, State, Zip Code]

RE: NOTICE OF COMPLIANCE DEFICIENCIES AND REMEDIATION REQUIREMENTS

Dear [Recipient Name],

This letter serves as formal notification that [Your Company Name] has identified specific compliance deficiencies regarding the services or products provided under our agreement dated [Contract Date].

Following a recent [audit/review/site visit] conducted on [Date], the following areas of non-compliance were identified:

- **Deficiency 1:** [Description of the issue and relevant contract clause/policy]
- **Deficiency 2:** [Description of the issue and relevant contract clause/policy]
- **Deficiency 3:** [Description of the issue and relevant contract clause/policy]

To remain in good standing, [Vendor Company Name] is required to implement the following remediation actions:

1. [Required Action 1] - To be completed by [Deadline Date]
2. [Required Action 2] - To be completed by [Deadline Date]
3. [Required Action 3] - To be completed by [Deadline Date]

Please submit a written Corrective Action Plan (CAP) outlining how these deficiencies will be resolved and prevented in the future by [Submission Deadline Date].

Failure to address these deficiencies within the specified timeframe may result in further action, including but not limited to, suspension of payments or termination of the contract.

Please acknowledge receipt of this letter and direct any questions to [Contact Name] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]