

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Date]

[Recipient Name]  
[Recipient Title/Compliance Officer]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

## **RE: FORMAL DEMAND FOR REGULATORY COMPLIANCE AND ESCALATION NOTICE**

Dear [Recipient Name/Compliance Department],

This letter serves as a formal demand for immediate compliance regarding [Specific Regulation, Law, or Policy, e.g., GDPR, HIPAA, Financial Reporting Standards].

Despite previous communications dated [List dates of prior contact], the following compliance failures remain unresolved:

- [Description of Non-Compliance Issue 1]
- [Description of Non-Compliance Issue 2]
- [Description of Non-Compliance Issue 3]

These omissions constitute a breach of [Cite specific section of law/contract]. This matter has now been escalated to your executive management and legal department.

### **Required Actions:**

To avoid further escalation and potential reporting to [Name of Regulatory Body/Authority], we require the following within [Number] business days:

1. Written confirmation that the non-compliance has been rectified.
2. A formal remediation plan to prevent future occurrences.
3. [Any other specific requirement, e.g., payment of penalties, release of data].

Failure to provide a satisfactory response by [Deadline Date] will result in [Your Name/Company Name] pursuing all available legal remedies, including filing a formal complaint with [Regulatory Agency].

We expect your prompt attention to this serious matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]