

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF REQUIRED CURATIVE ACTION AND FINAL DEADLINE

Dear [Recipient Name],

This letter serves as a formal notice regarding the outstanding issues previously identified on [Date of Initial Notice]. To date, the required corrective measures have not been completed to a satisfactory standard.

To remain in compliance with [Agreement/Contract/Policy Name], you are required to complete the following curative actions:

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

Deadline for Completion: [Specific Date, Year] at [Time, e.g., 5:00 PM].

Failure to fulfill these requirements by the specified deadline will result in further action, which may include [List Consequences, e.g., monetary penalties, contract termination, or legal proceedings].

Please provide written confirmation once these actions have been finalized. If you have any questions regarding these requirements, contact [Name/Department] immediately at [Phone Number/Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]