[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Notification of Non-Compliance with Agreed Standards**

Dear [Partner’s Name],

We are writing to formally notify you of non-compliance with the standards outlined in our [AGREEMENT NAME], dated [AGREEMENT DATE], between [COMPANY NAME] and [PARTNER’S COMPANY NAME].

**Details of Non-Compliance**:

* **Specific Standard or Obligation**: [*e.g., “Timely delivery of goods,” “Quality assurance requirements,” or “Data security protocols.”*]
* **Description of Non-Compliance**: [*Provide a brief summary of the issue, e.g., “Delivery of goods was delayed beyond the agreed timelines for shipments on [specific dates].”*]
* **Relevant Section of the Agreement**: [*State the section(s) of the agreement that outlines the obligation.*]

**Impact of Non-Compliance**:

This non-compliance has resulted in [*specific impact, e.g., “delayed project timelines,” “customer dissatisfaction,” “financial losses,” or “risk to data security”*].

**Required Action**:

To address this issue, we request that you take the following corrective measures:

1. [*Action Item 1, e.g., “Submit a corrective action plan detailing how future delays will be prevented by [specific date].”*]
2. [*Action Item 2, e.g., “Replace the defective items from shipment [number] by [specific date].”*]
3. [*Additional actions, if applicable.*]

We request a formal response by [SPECIFIC DATE] detailing the steps you will take to resolve this matter and ensure compliance moving forward.

If you have any questions or require clarification regarding this notice, please contact [Name, Title] at [Email Address/Phone Number]. We value our partnership and are committed to resolving this issue collaboratively.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]