Date:

Name of the contractor:

Contract No:

County:

**Subject: letter for non-compliance of statutory documents**

Noncompliance by the contractor has been seen under the following conditions:

Mention the name of the contractor in noncompliance:  
Area of noncompliance:  
Timeframe of noncompliance:

The contractor is required to resolve the issue of noncompliance before the 10th of March 20XX. Additionally, he is also requested to report me by sending an email or writing a letter to me. Failure to showing compliance may result at the end of the contract. Please contact me if you have any queries.

[Your Name]  
[Company Name]