Date

Name

Address

Dear (Name),

**Re: Non-compliance of rules**

I would like to inform you that you have not complied with the rules of our organization (state name of organization). According to our agreement, you had agreed to do this at all times.

We can issue a penalty notice to you according to the Code of Conduct that we work by when any individual is involved in non-compliance with rules.

You have been involved in (state how they did not follow rules). The behavior has been recorded and therefore this letter is being sent to you.

If you have any questions feel free to contact us.

Yours sincerely