

Non-Compliant Work - Notification Email - Sample

From: Markus.A.Ridgewaius@uscg.mil (Project PM)

Sent: Date Sent

To: George B. Builder (Geogre.B.Builder@AGC.com)

Cc: CEU Juneau XO; Project KO, Project OSR

Subject: Non-Compliant Work Notification for Project # 1234567 – Repair / Install Hope throughout District 17 – HSCGXX-XX-R-PJT123

Mr. Buildit,

This notification is to identify / document the finding of Non-Compliant Work at the project worksite. The list of outstanding issues is documented in the attached Non-Compliant Work Summary. Please work with myself and the OSR to correct and document the solutions as soon as possible.

Important note: Issuing of a Notice of Non-Compliance does not constitute a Suspension of Work as described in FAR Clause 52.242-14, Suspension of Work, it is merely to notify you of Non-Compliant work needed to be addressed.

Please let me know if you have any questions or specific items you would like to discuss, or if you believe I need to set up a Con-call / site visit to correct these issues.

We're looking forward to moving this important project ahead.

Thanks!

V/R,

LT Markus A. Ridgewaius

Project PM

USCG CEU Juneau

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