

OFFICIAL NOTICE: WARNING OF STATE COMPLIANCE VIOLATION

Date: [Insert Date]

To: [Name of Recipient/Entity]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

RE: Notice of Non-Compliance with State Regulation [Insert Regulation Number/Name]

Dear [Name of Recipient],

This letter serves as a formal warning that [Name of Entity/Company] is currently in violation of State Code/Statute [Insert Code Number].

Based on a recent review/inspection conducted on [Date], the following violations were identified:

- [Description of first violation]
- [Description of second violation]

Failure to adhere to these state requirements may result in penalties, including but not limited to, fines, suspension of licenses, or legal action.

To avoid further escalation, you are required to take the following corrective actions:

1. [Action item 1]
2. [Action item 2]

Evidence of these corrections must be submitted to this office no later than [Deadline Date].

If you believe this warning has been issued in error, or if you have questions regarding the necessary steps for compliance, please contact [Department Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title/Department]

[Agency Name]