

[Your Name/Organization Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Recipient Name/Organization Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF NON-COMPLIANT AMENDMENT

To [Name of Recipient],

We are writing in reference to the proposed amendment received on [Date of Amendment Receipt] regarding the agreement titled "[Name of Original Contract/Agreement]," dated [Original Agreement Date].

Upon review, we have determined that the submitted amendment is non-compliant and cannot be accepted in its current form for the following reason(s):

- [Reason 1: e.g., Failure to follow the specified amendment procedure outlined in Section X]
- [Reason 2: e.g., Missing required signatures or authorizations]
- [Reason 3: e.g., Conflicting terms with existing non-negotiable clauses]
- [Reason 4: e.g., Failure to provide required supporting documentation]

As a result of this non-compliance, the proposed changes have not been implemented. The terms and conditions of the original agreement dated [Original Agreement Date] remain in full force and effect.

To rectify this matter, please [Action Required: e.g., resubmit the amendment using the correct form / provide the missing signatures].

If you have any questions regarding this notice, please contact [Name/Department] at [Phone Number/Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]