

Serious Compliance Violation Report

Subject: Grant Compliance Issue - Immediate Attention Required

Dear [Program Officer],

I am writing to notify you of a compliance issue that has come to our attention regarding grant [Grant Number]. In accordance with our reporting obligations, we are disclosing this matter immediately.

The issue involves [specific description of compliance problem]. We discovered this situation during our routine internal audit on [Date] and have taken immediate steps to address the problem.

Our corrective actions include:

- [Immediate action taken]
- [Prevention measures implemented]
- [Timeline for full resolution]

We understand the seriousness of this matter and are committed to full transparency and swift resolution. We have engaged [external auditor/legal counsel] to ensure comprehensive remediation and prevent future occurrences.

We request the opportunity to discuss this matter with you directly and provide any additional information you may require. Our organization remains committed to maintaining the highest standards of grant compliance.

I will contact your office within 48 hours to schedule a meeting at your earliest convenience.

Respectfully submitted,

[Your Name]

[Executive Director/Principal Investigator]

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