

**FORM 9: Cover Letter Transmitting Inspection Report and Notice of Nonconformance (Non-Licensees)**

(Name of Company)

(Address)

SUBJECT: NRC [include type of inspection] INSPECTION  
REPORT NO(S). XX-XXX/YY-NN AND NOTICE OF NONCONFORMANCE

Dear \_\_\_\_\_:

This refers to the inspection conducted on (date(s)) at your facility at (City, State). ["The inspection was conducted as a result of the" or "The inspection was conducted to" or "The purpose of the inspection was"] (brief explanation). The enclosed report presents the results of this inspection. [Any subsequent meetings and/or telephone discussions should be documented.]

During this inspection it was found that the implementation of your Quality Assurance (QA) program failed to meet certain NRC requirements. [Add a sentence or two that summarizes the most important findings.] The specific findings and references to the pertinent requirements are identified in the enclosures of this letter.

Please provide us within 30 days from the date of this letter a written statement in accordance with the instructions specified in the enclosed Notice of Nonconformance. We will consider extending the response time if you can show good cause for us to do so.

In accordance with 10 CFR 2.790 of the NRC's "Rules of Practice," a copy of this letter, its enclosure(s), and your response will be made available electronically for public inspection in the NRC Public Document Room or from the NRC's document system (ADAMS), accessible from the NRC Web site at <http://www.nrc.gov/reading-rm/adams.html>. To the extent possible, your response should not include any personal privacy, proprietary, or safeguards information so that it can be made available to the Public without redaction.

(Branch Chief)

(Branch)

(Division)

(Office)

Docket No. \_\_\_\_\_