

**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).  
(XXXXXXXX/YYYNNN) AND NOTICE OF NONCONFORMANCE

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

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

During this inspection, NRC inspectors 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 to this letter.

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

In accordance with 10 CFR 2.390 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. If personal privacy or proprietary information is necessary to provide an acceptable response, then please provide a bracketed copy of your response that identifies the information that should be protected and a redacted copy of your response that deletes such information. If you request that such material is withheld from public disclosure, you must specifically identify the portions of your response that you seek to have withheld and provide in detail the bases for your claim (e.g., explain why the disclosure of information will create an unwarranted invasion of personal privacy or provide the information required by 10 CFR 2.390(b) to support a request for withholding confidential commercial or financial information). If safeguards information is necessary to provide an acceptable response, please provide the level of protection described in 10 CFR 73.21.

(Branch Chief)

(Branch)

(Division)

(Office)

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