

Vendor Performance Accountability Notice

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

Subject: Vendor Performance Accountability Notice

Dear [Vendor's Name],

We are writing to formally address our concerns regarding the performance of your services/products as per our contractual agreement dated [Insert Contract Date]. It has come to our attention that there have been several instances of non-compliance with the agreed-upon standards, including:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

We believe that these issues have affected our operations and client satisfaction. We request a meeting to discuss these matters further and to develop a corrective action plan to ensure that such issues do not recur.

We appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]