

Action Required: Vendor Penalty Notification

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Action Required for Vendor Penalty

Dear [Vendor Contact Name],

We are writing to inform you of a penalty that has been assessed against [Vendor Name] due to [specific reason for penalty]. As stated in our agreement, we have a zero-tolerance policy for [describe violation].

As a result, the following actions are required:

1. Review the attached documentation outlining the specifics of the violation.
2. Provide a written response addressing the issue by [response deadline date].
3. Implement corrective actions to prevent future occurrences by [implementation deadline date].

Failure to comply with the above requirements may result in further penalties, including [potential consequences]. We value our partnership and hope to resolve this matter promptly and amicably.

Thank you for your immediate attention to this matter. Please feel free to contact us at [Your Phone Number] or [Your Email Address] if you have any questions.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]