

Official Vendor Penalty Notice

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

This letter serves as an official notice regarding a penalty imposed on your company due to [briefly explain the reason for the penalty, e.g., violation of contract terms, late delivery, etc.].

According to our records, [insert details or evidence of the violation]. As a result, we have deemed it necessary to impose a penalty of [insert penalty amount] which will be applied to your account.

We request that this issue be addressed promptly. Please ensure that all necessary corrective actions are taken in order to prevent future occurrences. We value our business relationship and hope to resolve this matter amicably.

If you have any questions or would like to discuss this notice further, please do not hesitate to contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]