

Vendor Accountability Penalty Warning

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to formally notify you regarding a breach of our service agreement, reference number [Insert Reference Number]. It has come to our attention that the following issues have occurred:

- [Detail the first issue]
- [Detail the second issue]
- [Detail any additional issues]

As a result of these breaches, we are forced to implement penalties as outlined in our agreement. The specific penalties include:

- [Detail penalty 1]
- [Detail penalty 2]
- [Detail any additional penalties]

We request immediate action to rectify these issues by [Insert Deadline Date]. Failure to address these concerns may result in further penalties or potential termination of our partnership.

Please contact us at [Your Contact Information] if you have any questions or if you require further clarification regarding this matter.

We appreciate your prompt attention to this important issue.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]