

Vendor Breach Penalty Announcement

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to inform you regarding a breach of the terms and conditions outlined in our Vendor Agreement dated [Insert Date]. Upon reviewing our records, we have identified that your company has not complied with the stipulated requirements, specifically [briefly describe the breach].

As a result of this breach, we regret to inform you that a penalty will be applied as per Section [Insert Section Number] of our agreement. The penalty amount is [Insert Amount] which will be deducted from your next payment cycle.

We value our partnership and encourage you to address this issue promptly to avoid further penalties. Please respond by [Insert Response Date] with your plan of action to rectify the breach.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]