

Vendor Compliance Penalty Notification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you of a compliance issue regarding our recent audit of your services/products. It has come to our attention that certain terms of our agreement have not been adhered to, resulting in a significant impact on our operations.

Details of the Non-Compliance:

- Issue: [Describe the issue]
- Date of Occurrence: [Insert Date]
- Contract Reference: [Contract Number]

As a result of this non-compliance, we regret to inform you that a penalty of [Insert Penalty Amount] will be applied in accordance with our agreement. This amount will be deducted from your next payment.

We value our partnership and encourage you to address this matter promptly to prevent future occurrences. We would appreciate your prompt response to this notification and any steps you plan to take to rectify the situation.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]