

Vendor Penalty Notification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We are writing to inform you that we have identified a breach of contract associated with our agreement dated [Insert Agreement Date]. As per the terms outlined in our contract, we reserve the right to impose penalties for non-compliance.

Specifically, the following issues have been noted:

- [Insert specific issue 1]
- [Insert specific issue 2]
- [Insert specific issue 3]

As a result, a penalty of [Insert Penalty Amount] will be applied to your account, in accordance with Section [Insert Section Number] of our agreement. This penalty will be deducted from your next payment.

We value our business relationship and encourage you to address these issues promptly to avoid further penalties in the future.

If you have any questions or would like to discuss this matter, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]