

# Vendor Performance Penalty Alert

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We hope this message finds you well. This letter serves as a formal notification regarding the recent performance evaluation of your services/products.

Upon reviewing our records, we have identified that your performance has not met the agreed-upon standards as detailed in our contract dated [Insert Contract Date]. Specifically, the following issues have been noted:

- [Issue 1]
- [Issue 2]
- [Issue 3]

As a result of these shortcomings, we are implementing a performance penalty as stipulated in our agreement. Effective [Insert Effective Date], a penalty of [Insert Penalty Amount/Percentage] will be applied to your payments.

We strongly encourage you to address these issues promptly to avoid any further penalties and ensure compliance with the terms of our agreement. We value our partnership and believe that through mutual effort, these challenges can be resolved.

Please feel free to reach out to us if you would like to discuss this matter further or require assistance in improving your performance.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]