

Vendor Performance Escalation Notice

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Escalation of Vendor Performance Issues

Dear [Vendor Contact Name],

We are writing to formally notify you of our concerns regarding the performance and service levels provided by [Vendor Company Name]. Despite previous discussions and attempts to resolve these issues, we have not seen the necessary improvements.

Performance Issues Identified:

- Issue 1: [Brief description]
- Issue 2: [Brief description]
- Issue 3: [Brief description]

Actions Taken:

- Action 1: [Brief description]
- Action 2: [Brief description]

Next Steps:

1. Please confirm receipt of this notice.
2. Schedule a meeting to discuss performance issues by [Insert Deadline].
3. Provide a corrective action plan by [Insert Deadline].

Failure to address these issues may result in further actions, including a review of our contract and consideration of alternative solutions. We hope to resolve these matters promptly and restore our mutually beneficial relationship.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]