

# Subcontractor Activity Sanction Letter

Date: [Insert Date]

To,  
[Subcontractor Name]  
[Subcontractor Address]  
[City, State, Zip Code]

Subject: Sanction of Subcontractor Activities

Dear [Subcontractor Name],

We are writing to formally notify you of the sanction regarding your subcontractor activities as per our agreement dated [Insert Agreement Date]. After a thorough review of your recent performance and compliance with the project requirements, it has been determined that the following actions are necessary:

1. [Detail of activity/item requiring sanction 1]
2. [Detail of activity/item requiring sanction 2]
3. [Detail of activity/item requiring sanction 3]

Please take immediate corrective action to address the outlined issues by [Insert Deadline Date]. Failure to comply may result in further penalties as specified in our contract.

Should you have any questions or need further clarification, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]