

Infraction Warning Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of a recent infraction concerning your transportation service. On [insert date of infraction], it was observed that [describe the infraction, e.g., the vehicle was not displaying the required permits, speed limit violations, etc.]. This violation is in direct contravention of [insert relevant policy or law].

As a reminder, adherence to all transportation regulations is crucial for the safety and compliance of our operations. Failure to rectify this issue may result in further disciplinary action, including potential penalties or suspension of service.

We request that you address this matter promptly and ensure compliance moving forward. Please respond to this letter by [insert deadline] with the necessary steps you will take to resolve this issue.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]