

Letter of Concern Regarding Contractor Performance

Date: [Insert Date]

[Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Subject: Performance Concerns - Non-Compliance

Dear [Contractor's Name],

We are writing to formally address several performance concerns regarding your recent compliance with the terms outlined in our contract dated [Insert Contract Date]. It has come to our attention that the following issues have arisen:

- Failure to meet project timelines as specified in Section [Insert Section].
- Non-compliance with safety standards outlined in Appendix [Insert Appendix].
- Delivery of substandard materials as referenced in Item [Insert Item].

These issues not only affect the project timeline but also compromise the quality and safety standards we expect. We kindly request a detailed explanation for these discrepancies, along with a corrective action plan, to be submitted by [Insert Deadline Date].

We value our partnership and hope to resolve these concerns promptly. Please feel free to reach out to discuss this matter further.

Thank you for your immediate attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]