

# Supplier Accountability Notice

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Dear [Supplier Name],

Subject: Accountability Notice

We are writing to formally address concerns regarding the performance and accountability of your services/products as a supplier for our organization. The following issues have been noted:

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

We expect your immediate attention to rectify these issues. Please provide us with a response by [Insert Deadline Date]. Failure to address these matters may result in further actions regarding our business relationship.

Thank you for your prompt cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]