

# Vendor Compliance Breach Alert

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to formally notify you of a compliance breach regarding our business agreement. It has come to our attention that [describe the specific breach and circumstances].

As per our contract, this breach is a serious violation and requires immediate attention. We kindly request you to address the following actions:

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

Please provide us with a response by [response deadline] regarding how you intend to rectify this issue.

If you have any questions or need further clarification, do not hesitate to reach out to us at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]