

Vendor Contract Compliance Concern

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We are writing to address a concern regarding compliance with the terms of our contract dated [Insert Contract Date]. It has come to our attention that [describe the specific compliance issue].

This matter is important to maintain the integrity of our partnership and to ensure that both parties are upholding their responsibilities. We kindly request that you provide a response outlining your plan to rectify this situation by [Insert Response Deadline].

Thank you for your immediate attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]