

Contractor Performance Deficiency Notice

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

From: [Your Name]

Company: [Your Company Name]

Subject: Contractor Performance Deficiency Notice

Dear [Contractor's Name],

This letter serves as a formal notice regarding deficiencies observed in your performance under contract number [Insert Contract Number]. We have identified the following issues that require immediate attention:

- [Describe specific deficiency 1]
- [Describe specific deficiency 2]
- [Describe specific deficiency 3]

We request that you address these deficiencies by [Insert Deadline Date] to ensure compliance with the contract terms. Failure to rectify these issues may result in further action, including potential penalties or termination of the contract.

Please acknowledge receipt of this notice and provide us with a plan for correction by the stated deadline.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]

[Your Position]

[Your Company Name]

[Your Contact Information]