

Contractor Violation Warning

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to formally address a violation of the contract terms that occurred on [specific date of violation]. As per our agreement dated [contract date], you are required to [briefly explain the obligations].

It has come to our attention that [describe the specific violation, e.g., missed deadlines, substandard work, safety violations, etc.]. This behavior is unacceptable and does not meet the professional standards we expect from our contractors.

Please be advised that continued violations may lead to further action, including termination of our agreement. We urge you to rectify this situation immediately by [provide specific corrective actions required].

We value our partnership and hope to resolve this matter promptly. Please respond by [deadline for the contractor's response] with your plan for corrective actions.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]