Supplier Scheme Suspension Warning Letter

Subject: Formal Warning - Supplier Scheme Performance Review Required

Dear [Supplier Name],

This letter serves as formal notification that your participation in our Supplier Partnership Scheme is under review due to performance concerns that have come to our attention.

Specifically, we have identified the following issues:

- [Issue 1 with specific details and dates]
- [Issue 2 with specific details and dates]
- [Issue 3 with specific details and dates]

These matters constitute violations of scheme requirements as outlined in Section [X] of our partnership agreement. Unless corrective action is taken, your scheme membership may be suspended or terminated.

We require a written corrective action plan by [Date] addressing each concern. Additionally, we are scheduling a meeting on [Date/Time] to discuss these issues and establish improvement targets.

We value our relationship and hope to resolve these matters promptly. Please treat this notice with appropriate urgency.

Sincerely,

[Your Name]

[Title]

[Company Name]

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