

Formal Warning Letter to Contractor for Delayed Deliverables

Subject: Warning Regarding Delay in Project Deliverables

Dear [Contractor Name],

This letter serves as a formal warning regarding the delays observed in the delivery of project milestones for [Project Name]. According to our contract, the following deadlines were missed: [List Missed Milestones].

Immediate corrective action is required to bring the project back on schedule. Failure to address these delays may result in penalties, contract termination, or withholding of payments.

Please acknowledge receipt of this letter and provide a detailed action plan for completing the pending deliverables.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Get more templates here:

<https://www.lettersandtemplates.com/letters/warning-letter-to-contractor-supplier-or-vendor>