

Provisional Warning Letter Pending Investigation

Subject: Pending Investigation Regarding Performance Issues

Dear [Contractor Name],

We have received reports concerning performance deficiencies on [Project/Service]. While we are investigating the matter, this letter serves as a provisional warning.

Please provide a written explanation and any supporting documentation within [Time Frame].

Pending resolution, further actions may be considered.

Sincerely,

[Your Name]

[Position]

[Company Name]

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