Date

To

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear [Name],

This letter is a warning letter for the poor performance shown by [DETAIL]. We had ordered 20 pipes and fittings materials from the supplier. The order did not reach us in time. But we ignored that as we had a strong bond with you. After receiving the stock, we noticed that the items were short in supply and faulty as well.

This has delayed our production and left us very disappointed. Please note that if this happens in future, we will be terminating our contract with you and require you to re-do the work for us.

Sincerely,

Your Name

Street Address City, ST ZIP Code | Phone | Email