

Sample Warning Letter to Supplier and Service Provider

Date

Manager
XXX Cleaning Services Company
Address

Dear Sirs/Madams,

Cleaning Services Contract for xxx Building

We have identified non-conformance and/or unsatisfactory performance of your company in the following aspects:

- 1) *State the particulars of the non-conformance/unsatisfactory performance*
- 2)
- 3)

The non-performance/unsatisfactory performance is a breach of Clause No. xx of the contract and the cleaning schedule (i.e. Annex xx of the contract) which provides that _____ (set out the relevant part of the Clause).

Your company is required to rectify all the items stated above within ___ working days (i.e. by _____) and take all such necessary actions and steps to maintain the standard of service required under the contract terms and conditions. In the event that no satisfactory remedial action has been taken by the said date, we will invoke actions against your company in accordance with Clause No. xx of the contract. In the meantime, our rights are reserved.

Chairman
Management Committee of
Owners' Corporation of XXX Building