



CONTRACTUAL OBLIGATION(S)

Date:

Via E-Mail:

Subject: Contractual Obligation(s)

Attention:

It has come to my attention that your organization is not meeting its obligations under the Contract, including the following:

I would like to set up a meeting to discuss these concerns on:

Please return a signed copy for our records confirming by return email that you are able to meet on the proposed date and time. If the proposed meeting does not work with your schedule, provide an alternate date and time.

Regards,

Yes, I am able to meet on the proposed meeting date and time.

No, I am not able to meet on the proposed date and time.

If no, propose an alternate meeting date and time:

Supplier Signature