

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

RE: Notice of Unauthorized Subcontracting - Maintenance Agreement [Contract Number]

Dear [Contact Person Name],

It has come to our attention that [Subcontractor Name] has been performing maintenance services at [Property/Location Name] on your behalf. According to our records, this work is covered under the Maintenance Agreement dated [Agreement Date].

Please refer to Section [Section Number] of our agreement, which states that all work must be performed by your direct employees and that subcontracting is not permitted without prior written consent from [Company Name].

We have not received a request for, nor have we granted approval for, the use of subcontractors for these services. This constitutes a formal notice of a breach of our agreement.

We require you to take the following actions immediately:

- Cease all unauthorized subcontracted work at our facilities.
- Provide written confirmation that all future services will be performed by your authorized personnel.
- Submit documentation regarding the qualifications and insurance coverage of the subcontractor used to date.

Failure to rectify this matter by [Date] may result in the immediate termination of the Maintenance Agreement and the pursuit of any available legal remedies.

Please contact me at [Phone Number] or [Email Address] to discuss this matter further.

Sincerely,

[Your Name]

[Your Title]

[Company Name]