

**Attachment 6**

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**SAMPLE DELINQUENCY NOTICE**

Date

Company Name  
Address

Dear :

I am writing to you today in reference to the required subcontract plan reports (SF294/295) to be submitted under contract. More than ten (10) calendar days have elapsed from the required due date of the (Insert form number and title of required report(s) - in some cases it might be both the SF294, Subcontracting Report for Individual Contracts and the SF295, Summary Subcontracting Report).

Failure to submit this report is a material breach of the above named contract. If the above report(s) is/are not received within ten (10) calendar days from the date of this notice. I will consider withholding payments as deemed appropriate under the circumstances until the report is received. I may also take action under the termination for default proceedings.

I also must remind you that failure to submit the report(s) may affect your ability to receive future contract awards from the Department of the Treasury and its bureaus. Noncompliance information will be included in the Treasury Past Performance Database. A willful failure to perform or a history of failure to perform may also result in debarment from future contracting with the Government.

The report(s) named above should be sent to (insert the contracting officer's name and complete mailing address) in the Electronic Subcontracting Reporting System (eSRS), on-line at <https://esrs.symplicity.com/index?cck=1>.

If you have any further questions in this matter, please contact me at (Insert phone number).

Sincerely,

Contracting Officer

cc: OSDBU Director