



## REQUEST TO WAIVE PENALTY/WARNING FORM

*Purchase Order #:* -----

PO copy is enclosed (Attachment # 1)

*This is a request for (please check one):*

*Waiving Warning letter*

*Waiving Penalty*

*The reason for Penalty/Warning (please check one):*

*Delay*

*Wrong Delivery Place*

*Both*

PO amount : -----

Currency : -----

Vendor Code : -----

Vendor Name : -----

Enclosed (please check one): (Attachment # 2)

(If *Waiving Warning*) Issued Warning letter by Purchasing Accounts is enclosed.

(If *Waiving Penalty*) Penalty amount calculations by Purchasing Accounts is enclosed.  
(Penalty amount: EGP -----)

Request Reason (supported documents should be attached if any): (Attachments # 3)

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This letter was filled and signed to request to waive the vendor penalty/warning for the above stated reasons. This is to confirm the correctness of all the above mentioned data/attachments.

Requested By (Buyer):

Reviewed By (Assistant Director):

Name: -----

Name: -----

Signature: -----

Signature: -----

Date: -----

Date: -----

**Request was:**

*Approved*

*Denied*

By: -----

Date: -----

“Signed form” receipt confirmation  
by purchasing accounts  
Signature: -----  
Date: -----