

Sample Complaint Letter to Supplier for Delayed Shipment

Date: [Insert Date]

To,
[Supplier's Name]
[Supplier's Company Name]
[Supplier's Address]
[City, State, ZIP Code]

Subject: Complaint Regarding Delayed Shipment of Goods

Dear [Supplier's Name],

We are writing to formally bring to your attention the delay in the shipment of our order (Order No: **[Insert Order Number]**) placed on **[Order Date]**. According to our agreement, the delivery was expected on **[Expected Delivery Date]**, but as of today, we have yet to receive the goods.

This delay has caused significant disruption to our business operations, affecting our production schedule and customer commitments. Timely supplies play a crucial role in maintaining our workflow and meeting our business objectives.

We kindly request that you expedite the shipment and inform us of the new anticipated delivery date at the earliest. Additionally, please take the necessary steps to ensure that such delays do not occur in future transactions.

We appreciate our ongoing professional relationship and trust you will treat this matter with urgency. Kindly confirm the current status of our shipment and the measures taken to avoid recurrence.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]