

Example Complaint Letter for Delayed Order Fulfillment from Supplier

This letter template is designed to address concerns regarding late deliveries from a supplier. It communicates clearly, maintains professionalism, and requests prompt resolution while preserving a positive business relationship.

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supplier Company Name]

[Supplier Address]

[City, State, ZIP Code]

Attn: [Supplier Contact Person]

Subject: Complaint Regarding Delayed Order Fulfillment (Order #[Order Number])

Dear [Supplier Contact Person],

I am writing to formally express our concern regarding the delayed fulfillment of our recent order (Order #[Order Number]), which was placed on [Order Date] with an expected delivery date of [Expected Delivery Date]. As of today, we have not yet received the ordered goods, nor have we been provided with a definitive update on the revised delivery timeline.

This delay is causing significant disruption to our operations, as we rely on the timely delivery of your products to meet our commitments to our customers. The uncertainty also affects our production schedule and impacts our reputation for reliability.

We value our ongoing partnership and have generally been satisfied with your service in the past. However, timely fulfillment of orders is critical to our business, and repeated or prolonged delays would necessitate us to reconsider our arrangements going forward.

We kindly request the following actions:

- Immediate clarification on the current status of our order.
- A revised and confirmed delivery date.
- Details on the measures you will implement to prevent such delays in the future.

Please respond to this letter within [number of days, e.g., 3 business days] so we can move forward and continue our business relationship without further disruption.

Thank you for your immediate attention to this matter. We look forward to your prompt response and a resolution to this issue.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]