

[Your Name]
[Your Position/Title]
[Your Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Official Notification Regarding Repeated Product Delivery Delays

Dear [Recipient's Name],

I am writing to formally address a matter of increasing concern regarding the repeated delays in product deliveries from your company to ours. Over the last [duration-e.g., several months], we have experienced multiple instances where shipments have arrived well past the agreed-upon deadlines, most recently with orders #*[Order Numbers or Dates], which have significantly disrupted our business operations.

Timely delivery is crucial for us to maintain our workflow, meet client expectations, and uphold our reputation for reliability. The continued delays have not only caused operational bottlenecks but have also strained our relationship with our own customers, resulting in potential financial impacts and loss of business opportunities.

We value our partnership and believe that effective communication is key to a mutually beneficial business relationship. Therefore, we respectfully request that immediate corrective actions are taken to resolve these delivery issues. Please provide us with a detailed explanation of the reasons behind these repeated delays, along with your action plan to prevent such occurrences in the future. Additionally, we request confirmation that all outstanding and future deliveries will adhere strictly to the agreed schedules.

We trust that you will treat this matter with the urgency it deserves, and we look forward to your prompt response. Maintaining a reliable supply chain is pivotal for both our organizations, and we hope to resolve this issue amicably to ensure long-term cooperation.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company Name]