

# Formal Business Letter for Complaint to Supplier

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Position, if known]

[Supplier Company Name]

[Supplier Address Line 1]

[Supplier Address Line 2]

[City, State, ZIP Code]

Dear [Supplier's Name],

**Subject: Formal Complaint Regarding [Issue, e.g., Delayed Shipment/Defective Products]**

I am writing to formally bring to your attention an issue regarding our recent order (Order No. [Order Number], placed on [Order Date]). We greatly value our business relationship, which is built on mutual trust and reliability. However, we have encountered the following problem(s):

- **Description of issue:** [Briefly describe the problem. For instance, "The shipment scheduled for delivery on [Date] has not yet arrived," or "A number of items received were defective or not conforming to agreed specifications."]
- **Impact:** [Explain the impact on your company, such as "This delay is affecting our own deliveries to clients," or "The quality issue is causing disruptions in our production."]

We kindly request your prompt attention to this matter and ask that you [propose a solution, e.g., "provide an expedited delivery date," "replace the defective items," or "issue a credit note"]. Please let us know how you intend to resolve this issue by [specific date if appropriate].

We appreciate your cooperation and trust that you will treat this matter with the urgency it deserves. We look forward to your prompt response and a resolution to our concern, in order to continue our positive and productive business relationship.

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Details]