

Polite Complaint Letter Sample for Delayed Supplier Response

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

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

Dear [Supplier's Name],

I hope this message finds you well. I am writing to bring to your attention a concern regarding the recent delay in responses to our communications about [specific order, inquiry, or issue, e.g., "our purchase order #4567 placed on May 2, 2024"]. We value our ongoing partnership and have always appreciated your timely support and service.

Unfortunately, we have experienced difficulties in receiving timely updates on the status of [order/issue], which has caused some inconvenience to our operations. We understand that unforeseen challenges can arise, and we appreciate the complexities of your workflow. Nevertheless, prompt communication is essential for both our businesses to function smoothly.

We kindly request an update on the current status of [order/issue], and would appreciate it if you could provide regular progress reports moving forward. If there are any delays or issues, please inform us at your earliest convenience so we can work together towards a resolution.

Thank you very much for your attention to this matter. We look forward to your prompt response and to continuing our productive business relationship.

Sincerely,
[Your Name]
[Your Position]