

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

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

Subject: Formal Complaint Regarding Delivery Delay due to Supplier Issues

Dear [Supplier's Name],

I am writing to formally express my concern and dissatisfaction regarding the delay in the delivery of [products/services], which was scheduled for [original delivery date] under Purchase Order #[PO Number]. As communicated in our previous correspondences dated [mention dates of previous emails/letters/phone calls], the shipment has been postponed due to supplier-related issues on your end.

This delay has significantly disrupted our business operations, resulting in [state specific impacts, such as lost revenue, customer dissatisfaction, production holdups, etc.]. We have made several attempts to seek updates and clarity, but the responses received thus far have been inadequate and have not provided a concrete resolution or revised delivery schedule.

Timely delivery is essential for maintaining our operational workflow and meeting commitments to our clients. Your company's repeated delays compromise our ability to deliver on our own obligations, and this is unacceptable given our long-standing business relationship.

In light of the above, we request the following actions:

1. Immediate confirmation of a new and firm delivery date.
2. Clear explanation of the underlying supplier issues causing the delay.
3. Detailed corrective actions being taken to prevent future occurrences.
4. Appropriate compensation for damages and losses incurred as a result of this delay.

We value our partnership and expect that you will treat this matter with the utmost urgency. Please provide a written response by [reasonable deadline, e.g., within 5 business days] addressing all points raised.

Should this situation remain unresolved, we will have no alternative but to consider further actions, including the possibility of seeking alternate suppliers and pursuing remedies as stipulated in our agreement.

We look forward to your prompt attention to this matter.

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