

[Your Company Letterhead]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

RE: Repeated Late Deliveries – Request for Immediate Action

I am writing to formally address a concern that has increasingly affected our business operations-namely, the repeated late deliveries of shipments from your company. As a valued vendor, we have always appreciated your partnership and the quality of your products. However, timely delivery is essential to maintaining both our operational efficiency and the satisfaction of our own customers.

Unfortunately, we have experienced significant delays with the following orders:

- Order # [Order Number], scheduled for delivery on [Date], received on [Actual Date]
- Order # [Order Number], scheduled for delivery on [Date], received on [Actual Date]
- Order # [Order Number], scheduled for delivery on [Date], received on [Actual Date]

These repeated late deliveries have disrupted our supply chain, delayed our commitments to customers, and risked damaging our reputation. Timely and reliable shipments are critical to our continued partnership and the mutual success of both our organizations.

We kindly request that you investigate and address the causes of these delays. Please provide a written response outlining the steps your team will take to resolve these issues and a clear plan to ensure improvement in your delivery schedule and communication moving forward.

We value our relationship and hope to resolve this matter swiftly. Please contact me directly at [Your Phone Number] or [Your Email Address] should you require further details or wish to discuss this in more depth. We look forward to your prompt reply and to receiving assurances that this issue will be resolved.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]