

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

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

Subject: Formal Complaint Regarding Repeated Late Deliveries

Dear [Supplier's Name],

I am writing to formally express my concern regarding the repeated late delivery of orders from your company to ours. Over the past several months, we have experienced consistent delays in receiving our shipments, specifically on [mention dates or order numbers where delays occurred], which has negatively impacted our business operations.

These ongoing delays have resulted in [describe the impact, such as missed deadlines, loss of revenue, or operational inefficiencies]. As a valued customer, we expect timely deliveries in accordance with our agreement and your company's stated delivery schedules.

We respectfully request immediate corrective action to address this issue. Please provide a clear explanation for the recent delays and outline the steps you will take to ensure future shipments arrive on time. We also seek your assurance that timely delivery will be prioritized moving forward.

We value our business relationship and hope to continue working successfully together. However, if this issue persists, we may be forced to consider alternative suppliers to ensure our business needs are met.

Please respond within [specify a timeframe, e.g., seven business days] to outline your proposed solutions.

Thank you for your immediate attention to this matter.

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