

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

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

Subject: Formal Complaint Regarding Postponed Delivery Due to Supplier Issues

Dear [Supplier Contact Name],

I am writing to formally express our concern and dissatisfaction regarding the postponement of our recent delivery, originally scheduled for [Original Delivery Date], under Purchase Order [PO Number]. We have been informed that the delay is due to issues with your supplier, resulting in significant inconvenience and potential disruption to our operations.

As a valued business partner, we rely on the timely delivery of goods to maintain our operational efficiency and fulfill commitments to our clients. Unexpected delays such as this have a direct impact on our ability to execute our business activities, potentially causing financial loss and damage to our reputation.

We kindly request the following:

- A clear and detailed explanation of the issue that caused the postponement.
- A revised and firm delivery date.
- Regular updates on the status of our order.
- Measures taken to prevent future occurrences of similar issues.

We trust that you will treat this matter with the utmost urgency and look forward to your prompt response and resolution. Thank you for your immediate attention.

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